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LOS ANGELES

KEY TO BUSINESS SHORTHAND

B. O. PAKER
LAWYER
DALLAS, TEXAS

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AUTHOR AND PUBLISHER OF

First Lessons in TAKIGRAFY	Popular Shorthand in a Nutshell
The Amanuensis and Key	Swift Fonetic Script and Key
Business Shorthand and Key	Graded Business Letters and Key
Ready Reference Helps	Steps of Progress in the Art of Writing
A Manual of Educational and Business Typewriting, etc.	

PUBLISHER OF

The Shorthand Writer and The Takigrafer, 1874 to 1878

EDITOR AND PUBLISHER OF

The Shorthand Writer, 1885 to 1889 and
The Shorthand Advocate, 1901-2-3, etc.

CHICAGO, ILL., U. S. A.

1913

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PREFACE.

This book is not intended to encourage laziness, or the shirking of the necessary amount (not large) of close attention and work which must be done by the student to acquire efficiency in this new and better way of writing, but to aid in presenting the subject so fully and clearly that no attentive person need make a mistake or waste any time or effort in learning and to lighten the work and increase the efficiency of the teacher. In these matters "an ounce of prevention" (of mistakes) is worth many pounds of "cure" (corrections) to both learner and teacher in the saving of time and unnecessary work.

Students in schools will find the arrangement and presentation of the subject in BUSINESS SHORTHAND and this KEY the most direct, expeditious and economical possible; while those who must learn at home, or without a teacher, will find the method of instruction and the large amount of material furnished for practise drill to be just what they need to bring desired results.

By following out the plan outlined in *Suggestions to Teachers and Students* on page 88 and following, the teacher will find that by this method he is relieved entirely from the tedious, wasteful and vexatious drudgery of correcting exercises, and as a consequence, by proper management, can successfully conduct large as well as small classes without being overburdened.

Heretofore crude and difficult systems, costly outfit of books, etc., slow and discouraging methods of instruction, with attendant large percentage of failures, high-salaried, special teachers, involving large expense, have prevented the introduction of shorthand and typewriting in many schools where otherwise they would have been taught. By introducing easily learned, swiftly written, certainly read TAKIGRAFY, which is adapted to all writing purposes, taught from low-priced textbooks, by time- and labor-saving methods and by teachers already employed, involving no extra expense, it is now entirely practicable for all school officials to give their pupils thoro, practical instruction in these important branches, with the certainty that no intelligent, industrious student need fail to make them practically useful.

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KEY TO WRITING AND READING EXERCISES OF BUSINESS SHORTHAND.

WRITING AND READING EXERCISE 1.

1. Why do you say so? Why do you do so? Why do you go now? Why do you lease the new house?
2. By the way, do you know how to hoe the row I show you? Pay-day. Go and see the new lace bows.
3. Do you see the dew? Do you know how to mow? Do you say you see the hay? I say so.
4. Do you know the way to the new house? Do you know the law? Do you know the news?
5. She owes a day's pay to my niece. Show me, today, how you sow the rye. O say! O see!
6. She ties the boy's new shoes. She may go now and so may we, by the by. You may show me the saw.
7. They may buy a few toys today. They may go to the show today. They saw the rose and the ties.
8. They may buy the tea and the pies. They say they know the way to the bay. They do know the way.
9. May we go by and by? Now see how the boy goes. Now show me the way to the sea. Why so?
10. The boy may buy the toys the cues and the rice. We may go day by day. You say you saw the boy's bow (bough) and bow.
11. You may pay me the fee. You may show me the way to the view by the sea. You may buy a new key.
12. How do you do? How do you know they saw me today? Who knows the way to the race?
13. He knows the way to the house. He pays the fee to the boy. He saw the toy and the bow by the bough. I saw. I see.

WRITING AND READING EXERCISE 2.

1. Go and see the odd array out in the alley. It is high up in the air. Why do they allow it?

- 6 *KEY TO BUSINESS SHORTHAND.*
2. Day in day out. Due at 12 m. Do you know his age? Do they obey you?
 3. Do you not now see how easy it is? Does the echo annoy you and Ida? Although.
 4. Do you say you see the way to do it? Why do they not show us how to do it if they know how?
 5. They say they saw it a day or two ago. He ought to go out of his way to see it. I know it.
 6. We saw an odd array of eighty arrows at the edge of the highway today. Is he not the payee?
 7. She eats the ice off the icy eaves. Is she away any of the day or all day? Is that so?
 8. They say they own the oats in the house. That's the way to do it. So it is. Why is it?
 9. It may be that we ought to do it that way, but that is not the way you do it.
 10. They lay out each row so and so. You are to go via Erie anyway.
 11. Are we to see Abbie and Ella off at 9:30 a. m. today and if so how? So so.
 12. Allow me to say to you that I am to go away today. Also.
 13. How are we to do it? He is owing us two day's pay. We ought to go today.

WRITING AND READING EXERCISE 3.

1. Give him either of these pianos and they will think it cheap. Go into this region. Go away with.
2. Give us the seal and I will affix it to the deed. Keep these things here with you a day or two.
3. Keep up with. Keep out of his reach. Keep out of the way of. Do they wish to buy any silk?
4. Do you deny this? Do you believe this? Did you give a deed or a lease?
5. Did you fix it up for him? Do they live here? Do you not know this to be so?
6. Did they repeal the law? To do away with. To keep the peace. It leans this way.
7. It is a pity they are so busy this week. It is now within our reach. In view of this.
8. Will you fix it up now? She will wish to know why it is so. They wish us to go this evening.
9. I wish you to appear here at that hour. We need to keep it here a day or two.

10. The things will be here this week. They ought to know how it is. That is a different thing.
11. You may say this to him. You know how things are with us these days. In due season.
12. Out of season. If this is so. In keeping with. If you are willing to do this why not do it?

WRITING AND READING EXERCISE 4.

1. I beg to say. I beg leave. Give him the wages due them this week. As the case may be.
2. They are engaged two days ahead. They will take the chain to the jail. Now or never.
3. I did not go out to see them. Do you know the defendant in this case? The case came up today.
4. Did they make out the revenue case without an error? Did you take a new lease? O yes.
5. Do you know the name and the page? They are always at variance with him. Did you make the nails?
6. They will make James rake up the hay in the lane. Guess how it is to be. In his own name.
7. It's a very rich meadow. They came day by day to see us. I wish to make it on this lathe.
8. They will make out a case. This being the case. They will take two days to do this. At length.
9. We beg leave to say. They need a very efficient and ambitious chief to represent them in the village.
10. They may fail to attain the fame they wish and seek. That's a regular thing now a days. Go ahead.
11. Are you in favor of this method? That's an erroneous view to take. That's an outrage.
12. You need not take any pains with it. They engaged the fellow to make the fence.
13. Will you favor us in this way? We are always ready and willing to aid them. That will enable you.

WRITING AND READING EXERCISE 5.

1. Give us all the data you can in behalf of the family. Go and see if it can be had.
2. Can it be so? Can you now say how it is to be? Can you repair the carriage today?
3. Can you make the repairs on this carriage within a day or two? Can you not see how it is?
4. Did you hear his remarks? Did you happen to see the package and the lamp? Up to the mark.

5. Do you see wherein it can be of any advantage to us?
They came to take charge of his affairs.
6. How far is it out to the farm? They will have the advantage of them in the bargains they make. As far as may be.
7. Will you guarantee the wagon to be a bargain and in fair repair? How does it happen?
8. How will they repair the damages? Will it be of any advantage to us to do this? As far as that goes.
9. Do as well as you can by the mechanics. They can go anywhere they wish and everywhere they ought to go.
10. He may not go as far as that. They live on the avenue below the park. They say they are as happy as can be.
11. He had his own way. He gave an affidavit in favor of the mechanic. Did you see the turf?
12. If you can see to it now I wish you to do so. You can very easily see. You can readily see.
13. Have you a balance in the bank now? Which we now have on sale. That is far below the average.
14. Where do you live? We shall have to make a memorandum of that. We shall be back in a day or two.

WRITING AND READING EXERCISE 6.

1. Above the average length. On which to base a charge as to the worth of the work done.
2. Before the lapse of two days they came back to see us again. Can you say how much? Come to terms.
3. The bulk of the pork will be sold to the four firms in the village. Due notice of which will be given you.
4. Did you notice how much above the average they were? Did you notice any difference? Do you know his attorney?
5. Does he think there is enough for them? I can refer you to this firm. Take notice. All to no purpose.
6. It is our firm belief. It came to public notice before the lapse of a week. Take the average.
7. There's nothing for you to do today. They were there before we were. Such as it is. As much as that. I hope so.
8. They will ship it to us in bulk this week. They urged us to go, in the evening, with them to see the folks in the village.
9. I may not see him for an hour or more. How much damage

did they do to the robe?

10. How much soap did you purchase? How much more do they owe you? They will have as much as they can take away with them.
11. Notice is hereby given. That goes without saying. In any such case. Run of luck.
12. I will not allow it to be sold for charges. We shall not ship any more soda. On an average.
13. How much is the tonnage? The why and the wherefore. He is all alone. We shall oppose it. We hope so.

WRITING AND READING EXERCISE 7.

1. But it is of no use. Push the work all you can. He gave us authority to do this. As soon as.
2. I can do it for you in a day or two. I can fix you out.
Can you loan me a copy of this book for a few days?
3. Can you coax them away with you? Do you now say you saw them doing the work?
4. Why do they object to the repeal of this law? Do you know where they have gone? As far as you can.
5. Do you know if they will be ready to pay the coupons this week? It was not sold. For his sole use.
6. For him to use. For my own use. For you to use. For the use of. We can talk with you as soon as we have
7. all the data. How soon will they be here? How soon will you be ready to use the horse? Make up for.
8. There is nothing but routine work to be done. They are very cautious, as they ought to be. As long as they own.
9. And if you can use it. How long was it before they came back? In the long run. As long as that.
10. So long as it is. We shall have nothing to do with them.
Can you show any authority for this?
11. How long does the warranty have to run? How long do you think it ought to take to do it? Now therefore.
12. We shall be ready to go tomorrow morning if it is fair.
Look up to. With a long face.
13. You have nothing to lose and all to gain. With tooth and nail. Yes or no.

WRITING AND READING EXERCISE 8.

1. Can you fix the time? Cash down. In due time. Did they employ the child to make the fire this week?]
2. Did you see him file the saw? To be the duty of. If it were in our power to do so. Fire loss.

3. To join issue with. It is a fine thing. It is an iron pipe or tube.
4. It is a very judicious thing for them to do. Check will be mailed to you in due time. All that time.
5. Who is to pay the mileage on this coach? It takes a long time. At this time of day.
6. That's all we have to say at this time. They will occupy the mine if they have an opportunity to do so.
7. They are to appear before the county judge tomorrow morning. They appear to be alive and all alike.
8. They have not been willing, so far, to give any time to it. I am curious to know how it came out.
9. For the time being. So long a time. Lay down the law. We did not wire you.
10. We shall organize in a few days. We hope they will be ready to argue the case today. Out of work.
11. Out of the way. Out of town. At which time. Which will give you an idea. They will soon have an opportunity.
12. We think that was not a very judicious move to make. It is high time this work was done.
13. Do you know who has his power of attorney? We shall empower them to pay the bounty. Pay within item to bearer.

WRITING AND READING EXERCISE 9.

1. Bring to bear upon. Before the ink is dry. As I remember the case. Per car. Per day. Per ton. Per car per mile.
2. Per ton per mile. Prime of life. Prior to that time. The principal thing to be done. In the course of time.
3. Perhaps if you approach him properly you can gain your case. Can they garnishee his wages? Do you agree to this?
4. The proper thing for the book-keeper to do is to name the price at which the produce is to be sold. How did this occur?
5. Do you remember anything that was done at that time? Do you know the price per barrel of these apples? To cry down.
6. Do you know his practice in such a case as this? Do you approve of this decree? Can you give us his name and address?

7. Do you remember the time they came? To take care of No. 1. To fix the price. It is proper to remark.
8. It occurs to me. To appraise the damages. It is pretty much as they say. They were not encouraged at the outlook.
9. It is probable the lumber will not be worth the labor of making it. Issue a decree. If this is correct.
10. Sold by the gross. This is the property of. At how much did they promise to appraise the damages? Without a parallel.
11. Will draw on you in ten days. We wish to bring this to his notice. We beg to refer you.
12. You may ship to us on the 20th, via Chicago, charges prepaid, one car of brick and twenty barrels of lime.
13. Which we hope will give us both a fair if not liberal price for the produce. We make this difference in the price.

WRITING AND READING EXERCISE 10.

1. Be to your advantage. Give us your name and address. I can vouch for him in every way. Can you ignore this offer?
2. Did he ever make? Did you ever make? Do you know the nature of this overcharge? Take away from.
3. Hoping to hear from you soon. To and fro. To be sure of. To usher in. To bridge over.
4. To go shares. To take two or three. To bring together. It makes no difference whatever to us.
5. It's a long journey. Ever so much. From this time on. For future use. Free of charge. To throw up the game.
6. For the coming year. I venture to say that the voucher is correct. Share and share alike. Of his own free will.
7. I wish you to verify all the figures and learn if they cover all the items in the voucher. They already have a majority.
8. At this time of the year. There's no cause for alarm. In all manner of ways. I move that we now adjourn.
9. I have nothing to offer. There's no danger whatever. Sign your name here. Are sure to be. Are you sure of that?
10. We can offer you at following prices. We wish to bring to your notice. As you are, of course, aware.
11. General Manager. General Traffic Manager. (G. T. M.) How much are the demurrage charges on the car?

WRITING AND READING EXERCISE 11.

1. Please see to this. Please furnish cars for. Please say if I am correct. Hoping to hear from you promptly. Please ship promptly.
2. Call and see us. Call on them. Can you tell how much there will be? According to law. To go to law. To lay by.
3. To lay out. To lay off. To lie up. To blow over. To file a bill. To keep clear of. To club together.
4. To be entitled to. To look up to. To foreclose the mortgage. Applicable to this case. For future delivery.
5. It will be a pleasure to us. The favor of a reply per bearer will much oblige. Hence I am obliged to refuse. And very much oblige.
6. Please pay attached claim. Until we hear from you. Have not been collected. Will you please favor us? Replying to your favor of the 22nd.
7. We are anxious to carry out the plan. Were you able to collect the bill? We are much obliged for this favor.
8. We are able and willing to carry out the plan. We hope they will please you. We herewith enclose corrected bill.
9. We beg to herewith enclose our check, \$12.50, to balance. We think all this trouble comes from a clerical error.
10. You may tell the jury. Go on and tell the jury. You need not tell them how much there was in the car at that time. Chattel mortgage.
11. Which please place on file in your office. It is worth a dollar a bushel. It is probable this course will be followed out.

WRITING AND READING EXERCISE 12

1. By following out this course. I hope you will see your way clear. In plain English. I propose to furnish you as follows. Face value.
2. Does the ruler really rely upon any early relief from this railway? Do you know the cause of the casualty?
3. To while away the time. To let "well enough" alone. The value of his official life is fully and freely acknowledged.
4. Fall in with. Fall into line with. They will be able to pay the charges in full at the time of the delivery of the property.

5. His failure to see the value of this measure was very unusual. They are of no value to us. Very well. Well as usual.
6. That's a novel welcome from the genial colonel. There was nothing unusual in this maneuver. On the whole.
7. This removal will, no doubt, be very beneficial to the railway people. That is merely a renewal of his approval.
8. They have always been very faithful, careful and watchful. How much is the annual yield of wool in this region?
9. An early reply will oblige. A thorough knowledge of the law applicable to the case. I will only say.
10. I will say that the rule is. Will follow in tomorrow's mail, without fail. Did you say this to him?
11. In reply to yours of the 10th, will say that we will make voucher in your favor at an early day. All the world over.
12. We will do everything in our power. We think you will agree to this. Having a clean bill of health.
13. We will agree to your terms. We will make you low price. We will furnish you at the following prices. We will make out the papers.

WRITING AND READING EXERCISE 13.

1. Be the same more or less. Being duly sworn, on oath says. He spoke of the scheme to swap stoves, with surprise.
2. The spans of the bridge are 100 ft. 6 in. long, each, over all. As suggested by you. Did you speak to him on the subject?
3. Drop the subject. Does this signify anything? Do you know the source of this singular river? To sum up.
4. City hall. Stick up for. Take steps to. To steer clear of. Will cause us a very serious loss.
5. To swear to. To set the law at defiance. The river flows from the north to the south. For the same price.
6. At this season of the year. They suggest that the space be filled with stone the whole length of the slope. In some such way.
7. That we carry in stock. They are not as skillful as they ought to be by this time. They hope for a speedy escape from this severe storm.
8. They stipulated with the superintendent for a switch of sufficient length for sixty cars. That have been and are now in vogue in this office.

9. This sum, though small, was a very serious loss to them at this time. There is nothing more to be said.
10. Somewhere else. No sir, not any. On the score of. On the stocks. Lay in a stock.
11. And will take special pains. I have nothing in stock. How long did you stay there? We can furnish promptly.
12. Having its principal office in the city of Chicago. Will make you a special price at this sale. Referring to yours of yesterday.
13. We will furnish same to you f. o. b. here. We herewith enclose samples of such as we can furnish promptly. Wherein it is said.

WRITING AND READING EXERCISE 14.

1. We will do the very best we can. During the past week. We are very much pressed for time. Fire risk.
2. Please give me your best terms. Can you give us any idea as to the cost or value of the property?
3. We shall have to allow it to lie over for the time being. This is to the best of my knowledge and belief.
4. They are unable to do justice to the subject at this time. I wish to pay my respects. It fills the bill in all respects.
5. They were here to see us several days ago. We learned of this move only a few days ago. Are exactly the same.
6. We shall be pleased to furnish them all the supplies needed. And trust it will reach you in due time.
7. I will endeavor to keep you posted. We shall have to run the risk. Please give us your receipt in full.
8. The risk does not appear to be exactly desirable. We are in receipt of your telegram of today. I was out of the city.
9. The receipt of which is hereby acknowledged. We desire to have your O. K. on this before paying.
10. If we can serve you in any way shall be pleased to hear from you. You will observe that they are very positive.
11. We shall be pleased to mail samples and will do so without delay. Please deliver these things at the postoffice as soon as you can.
12. They are positively due on the 15th prox. Are you undecided as to the course you will pursue?
13. Is this the best you can do? Are you positive in respect to this? We shall have to decide this very soon.

WRITING AND READING EXERCISE 15.

1. By the authority in me vested. Please wire us fully on receipt of this. Upon receipt of same. To play fast and loose.
2. We shall have them at a disadvantage. It must have been for this reason. We had some dealings with you several years ago.
3. As fast as may be. They were in first-class shape and there was no waste. We shall have to classify them as first-class. First and foremost.
4. We have noticed this deficiency for several days past.
This mortgage is a first lien on the property. There's a vast difference.
5. They now come within the civil-service rules. In making sales you must add freight.
6. He seems very positive and precise in all his claims. I am authorized to renew the offer on behalf of my principal.
7. You must recollect that this bridge is very unsafe. We are not in the least surprised at this move.
8. We shall be able to close it up on receipt of copy of voucher.
The last of this week will do just as well as any time.
9. Please mail us price-list. All property in this line is slow sale just now. And for this reason we most respectfully solicit your help.
10. With best wishes for your success, we are yours truly.
You will please not close any deals unless authorized by us.
11. It is said to have been very unsafe in this vicinity some years ago. They came by mail last week. At first sight.

WRITING AND READING EXERCISE 16.

1. The buying was strong. Being first duly sworn deposes and says. In the abstract. Supply the place of. As per your request.
2. Supply the deficiency. Agreeably to your request. Corn was very strong and firm. According to custom.
3. Secretary of the Navy. Secretary of the Treasury. Secretary of War. Day's work. I do hereby authorize and request.
4. Strike a balance. Ship by express tomorrow to his address. Who is to administer the affairs of this estate?
5. As soon as possible. As soon as we can. That test will demonstrate the strength of the structure.

6. That is a very plausible pretext. There's a screw loose somewhere. I am anxious to secure the place for him. On receipt of your message.
7. Do you know of your own personal knowledge? Will they be able to adjust it? Replying to your postal of today will say.
8. Or other officer duly authorized to administer oaths. We think they will cost at least two dollars a dozen.
9. Enclosed is our check to balance, please acknowledge receipt, and oblige yours truly. We are extremely busy. It was his custom.
10. We enclose herewith abstract of title to the property. It was purchased expressly for them as a personal favor.
11. There is already a first mortgage on the property. There was not a single signature on the paper. How much is his personal property tax?

WRITING AND READING EXERCISE 17.

1. But the chances are. In the absence of these persons. The business does not pay us anything to speak of. Please do so at once. How happens it?
2. A press of business. As far as my experience goes. A game of chance. Exercise his authority. Securing a full share of the business. All at once.
3. Did you ever ask them for any? Of daily occurrence. Do you know the assignee? So as to make sure of. Stroke of policy.
4. To assess the damages. To do business with. To trust his business with. To work at cross purposes. To be at cross purposes.
5. To take precedence. Of every-day occurrence. Have drawn at sight with bill of lading attached. For the uses and purposes therein expressed.
6. From our experience in the past. Free of expense. All that was said and done. This will be done at once. They can have no defence to offer.
7. They are persons of much experience. There is no necessity for this hostile policy against the lessee of the property. In nine cases out of ten.
8. On any such basis. On the basis of. And send them to this office at once. On back of policy. On this subject.
9. Knowledge of the business. I will ask you if this is so. Will they not assist the assessor in his task? Renew

your policy.

10. Our books, at close of business this day. Referring to same in the policy by the following clause. We issue and mail policy to you today.
11. We have the most positive assurances. We must have references. Are you fully satisfied? Once for all. Yes or no.

WRITING AND READING EXERCISE 18.

1. Bring about. Know all about it. Will make much better time. About the average. You are at liberty to adjust the claim.
2. Closing steady at about the lowest figure of the day. Go about your business. Take the liberty. I have been able to make. Parties of the first part.
3. Apt to be. Put up by him. Put up by you. Put up with. To put in the way of. To put off. To put out of the way.
4. For my own part. On the part of. On the spot. Party wall. To put in force. For which please accept thanks. Save and except.
5. If you care to accept the policy. I will not put you to the trouble. We have this day shipped to your address by express.
6. We shall be pleased to accept. In this particular case. The proper party. Part owner. Did you get anything from them? To get the better of.
7. How did you get out of it? To get in the way of. To get out of the way of. If it can be got in time. Can you get it?
8. In a fair way to get them. So that you can get them. It is with regret that I have to say. Cut and try.
9. We are very anxious to get started. We sincerely regret the delays. We exceedingly regret the occurrence.
10. And shall be greatly obliged. We also know it to be a fact. Bring into court. May issue from this court. Out of pocket.
11. Knocked in the head. Knowledge of the facts. In the principal markets of the country. Market value. Market price. As near as you can fix the date. Collateral security.

WRITING AND READING EXERCISE 19.

1. Replying to yours of even date. It was not put in the car.

- If you are sure of it. In virtue of. No sir, not a bit of it.
2. Left in the lurch. We make draft on you this day. We will furnish you an outfit at once. To associate with.
 3. Anything you can do for us will be thoroughly appreciated. To be pushed to the wall. For a short time. Short time ago.
 4. It may be difficult to supply you on short notice. The long and the short of it. To make short work of. Short of cash.
 5. We are very short of cars. At short notice. Cost of the suit. Civil suit. In your estimate. Sometime ago.
 6. Hoping same will meet with your approval. We will then be able to give you an estimate. To our mutual advantage.
 7. Estimated receipts of cattle for tomorrow. We were somewhat surprised to receive. It took some time.
 8. It seems to me. At the same time. With all his might. With might and main. Met with a severe loss. Last night.
 9. Please remit at once. At the regular meeting. Please submit all such claims to this office. Have net prices attached.
 10. Attach the percentage value clause. The promissory note given by you. We will sell to you at 65 cents per gallon, f. o. b. cars here.
 11. We note what you say. We are in receipt of yours of the 31st ult. covering your check in full, to balance. The full and exclusive right.

WRITING AND READING EXERCISE 20.

1. As broad as it is long. Bids will be received. The right is reserved to reject any and all bids.
2. At a regular meeting of the Board of Directors. The building will be of brick with cut-stone trimmings. Are just as good as new.
3. Subscribed and sworn to before me, The property and property rights described in the foregoing preamble. As good as can be had.
4. The same as paid on his other property. As good as ever. As good as any. Take good care of. In good faith. In good taste.
5. In some good house. On good terms. The price of these goods. We shall be glad to hear from you in regard to

the case.

6. It is of a better grade. We shall be glad to assist you.
Good for nothing. If he does not deliver the goods at once let us know.
7. Called at the office today. Give him credit for. We have given you credit. At a meeting called for that purpose. For the proper credit.
8. We will give you credit. They will pay the accrued charges. Possibly it has occurred through oversight. And wish to build up a trade.
9. We will give you the necessary credit. It will be necessary to bring this abstract down to cover this trust deed and note.

WRITING AND READING EXERCISE 21.

1. Bind the firm. The case in point. Come to the point.
Make a point of. On the point of. To stretch a point.
On this point.
2. Point of fact. Please adjust this claim on the basis of 18 cents per 100 pounds. We wrote you fully upon this point several days ago. I am very much disappointed.
3. There is a case now pending in the Superior Court in this city. Go over the ground with. Look the ground over.
For the use of said grounds.
4. On your account. On our own account. Kindly let us know.
Kindly send us by bearer. We note your remarks about discounts.
5. To be accountable for. On this account. On that account.
On my account. On his account. On your own account.
Can not get any.
6. We have credited same to your account. We will make you a special discount. Kindly authorize sight draft.
Can not be sure.
7. There are no exposures of any kind. On no account.
Will send you account sales. Be kind enough to state size and weight.
8. For first and second class. Will you kindly let us know?
Please buy for our account and ship to us. Take account of stock.
9. The list is subject to a general discount. We shall be pleased to open an account with you. To apply on account.

WRITING AND READING EXERCISE 22.

1. We hope to secure your patronage. For goods on board cars at our factory. Furnished satisfactory references.
2. Same will be shipped to you direct from the factory. We find this plan far the most satisfactory. Year after year.
3. If this is satisfactory to you. We will make it satisfactory to you. Time after time. Until further notice. Few days after.
4. We will send tracer after the goods today. Awaiting your further favors, we are. Awaiting your further pleasure. And further deponent saith not.
5. Terms, net cash ten days after final delivery. We want this amount collected without further delay.
6. It is further mutually understood and agreed. By the other. All the other. In the other. If the other. For the other. Though the other.
7. The other way. Take the other. Do the other. On the other hand. And the other. Have the other. Will the other?
8. This, that or the other. As a matter of course. As the matter now stands. In the matter of the claim. Let the matter rest.
9. Let the matter stand over. Please let me know what you wish to do in the matter. Please look into the matter, and oblige.
10. Shall be pleased to talk the matter over with you at any time. Will you not take the matter up with them at an early day?
11. After talking the matter over. We think there must be some mistake in this matter. Track, bridge and shop material.

WRITING AND READING EXERCISE 23.

1. One of the most. And write one policy for the entire amount. One dozen cases of canned goods. To turn the scale.
2. One good turn deserves another. We have taken the matter up with him. I will endeavor to explain.
3. Taken at random. As much again. We thank you for the trouble you have taken. You are certainly mistaken in this matter.
4. The principal one. Each one. Toward one. Told one.

- Every one. Every one else. Over one. For one.
From one. Offer one. Fill one. First one. This one.
That one. There is one. More than one.
5. Either one. The other one. Through one. Some one.
Some one else. Any one. Any one else. No one. No
one else. On one. Only one. Not one.
6. Order one. Which one? With one. Would one? What
one? Where one? While one. In one. Of one. All
one. Have one. Any one can see. Any one of them.
One by one.
7. All on one side. Did you ever tell any one? For a full
term of one year. I did not say that to any one.
8. No one can tell. On one account. Think the idea a good
one. We return herewith. I return herewith. How
do you account for it?
9. It is our opinion. Please enter and return receipt. Take
account of stock. To take into account. We are of the
opinion.
10. We also enclose opinion of title. We have your expense
account. All my right, title and interest in the manu-
facture and sale of same.

WRITING AND READING EXERCISE 24.

1. Broader than. Cheaper than. Quicker than. Lower
than. Slower than. Sooner than. Better than.
Higher than. Earlier than. Shorter than. Longer
than.
2. Rather than. Any less than that. Any more than that
one. For less than that. For less than the above fig-
ures. Worse than that.
3. Better than nothing. The rate on poultry, O. R. L. C. L.,
(owner's risk, less than carload) is 75 cents per 100 lbs.
4. Are payable monthly, at the end of each current month.
To bear testimony to. We hope to make some money
out of it.
5. All to be forwarded promptly at the close of each month's
business. Hoping to receive a favorable reply soon, we
remain.
6. Soliciting your further favors, I remain. Which is man-
datory upon all parties. To get his money's worth.
7. In testimony whereof, I have hereunto set my hand and
affixed my seal the day and year first above written.
Very seldom.

KEY TO BUSINESS SHORTHAND.

8. Trusting this will be satisfactory to you, we remain.
They are well worth the money. Do you know how many?
9. Early return of papers will oblige. Let's hear from you by return mail, and oblige. We take great pleasure in sending you.
10. Witness my hand and seal. We hand you herewith for your approval. Will reduce the cost. In reply to yours of the 30th ult., will say.
11. The best possible price we can make you is \$19.75 per 1000 feet. We are ready and willing. We are prepared to furnish.
12. Has been referred to me for reply. We hand you herewith all correspondence received on the subject up to the present time. I would respectfully request. We will hold the check.

WRITING AND READING EXERCISE 25.

1. To commit to paper. Please submit all such claims to this Company for settlement. We hope you will be able to arrange this with the Company.
2. Are you a member of the committee? He proposed to start a trust company. And will compare favorably with any in the market.
3. By complying with above you will greatly oblige us. Cash should accompany the order. Terms, cash to accompany the order.
4. So that you will have no cause for complaint hereafter. We will take measures to have it completed at an early day.
5. Under separate cover we send you a complete catalog and enclose herein a sheet giving our best, special discounts.
6. Comes now the said plaintiff and complains of the said defendant. Give commencing and closing numbers.
7. In compliance with your request. In order to properly compensate you. It is of common occurrence. Accommodate himself to.
8. Report was accepted and committee discharged. Complaining that the charge is excessive. The said complainant.
9. Full remittances must accompany accounts. Each proposal must be accompanied by a certified check. We shall be pleased to accommodate you.
10. I most respectfully decline to comply with your request.

Kindly give date of commencement of service. According to circumstances.

11. We want to complete our arrangements as soon as possible. We herewith confirm our verbal order made to your Mr. Whipple today.

WRITING AND READING EXERCISE 26

1. I think, under the circumstances, the easiest way to accomplish this will be to take charge of the business at once. By common consent.
2. Over which we have no control. To all whom it may concern To keep under control. Ordinary circumstances.
3. We do not wish to continue this arrangement any longer. We do not consider it our fault. Common carrier.
4. Your esteemed favor of the 25th inst. duly to hand and contents noted. Your favor of the 29th ult. to hand and contents fully noted.
5. I am very glad indeed. If you wish to invest. We are very sorry indeed. We shall be very glad indeed.
6. In answer to your inquiry of even date will say. In further reply to yours of the 2nd inst. beg to advise.
7. We have to inform you that we can not procure for you, in Chicago, the stock you order. To incur a debt.
8. Your inquiry of recent date to hand in due course. I have been informed. In this instance. Involved in doubt. Involved in debt.
9. Less business for the expense incurred. On inside business property. There has not been a single instance of loss. Please instruct us.
10. To all intents and purposes. We are informed that there is a rule limiting the amount of insurance in such cases. Will you please instruct? Secretary of the Interior.
11. We send you statement of account to include last invoice. Having known him intimately for years.
12. To have influence with. I am instructed to collect same. Unless otherwise instructed. Replying to your inquiry.
13. There is no incumbrance on the property. Subject to this incumbrance. And acknowledged the said instrument to be their voluntary act and deed.

WRITING AND READING EXERCISE 27.

1. Please investigate the three cases referred to. We feel that we have been greatly imposed upon. Immediately upon receipt of your telegram.

2. Was acknowledged immediately upon its receipt. Containing said patented improvement. It is next to impossible.
3. And we will transmit same. By these presents do sell, assign and transfer. Have sold, assigned and transferred.
4. I have the honor to transmit. The transfer will, in all probability, be made today. And will advise you of the result.
5. Kindly advise by bearer when we may expect them. .
Kindly advise fully in regard to this matter, and oblige.
6. Kindly advise at once. I beg to advise you. In the matter of classification of agricultural implements in car-load lots. Joint Eastern Classification.
7. Joint Western Classification. You must take into consideration. The diagram (blue-print) accompanying said specifications.
8. We have made a very careful and exhaustive investigation of the whole matter in dispute. Replying to your communication upon the attached.
9. We now have the matter under consideration and expect to reach a conclusion this afternoon or tomorrow morning.
10. With the understanding that it be referred to the Western Classification Committee for adjustment. Enter into business relations with. Principle of its operation.
11. Without due and sufficient consideration. Where you have occasion to use. Lay the foundation of. Come under your observation.

WRITING AND READING EXERCISE 28.

1. The membership fee. The partnership accounts have all been settled. We regret our inability to do what you ask in this matter.
2. Plus a mileage, prorata proportion. Ratable proportion of premium for unexpired term of said policy. To be in possession of.
3. Then followed a general discussion of the subject by those present. The dimensions of the structure are to be—
Use your discretion.
4. To make a good impression. We were under a wrong impression in the case. With the best of intentions.
5. A full enough description was not given us. Referring to our recent conversation in your office. An investiga-

tion has been made.

6. Enclosed I hand you a communication which I have just received. For a good and sufficient consideration. Hereinbefore mentioned..
7. For the consideration herein expressed. For and in consideration of the sum of \$1.00, in hand paid, receipt of which is hereby acknowledged.
8. Please give this matter your early consideration. Referring to your communication of the 24th ult., will say. Warranted to give satisfaction.
9. Take that matter under consideration also, at the same time and place. Trusting the above will meet with your favorable consideration.
10. We to furnish materials and make connections as follows: If you make any special concessions. And will give you perfect satisfaction.
11. Awaiting your further instructions in the matter. Is worth at a conservative valuation. In accordance with your instructions. Please give instructions.

WRITING AND READING EXERCISE 29.

1. We shall be glad to allow you any time you may want on these goods. Want to sell out at once. General Agent.
2. We want to make some changes. Are subject to transient rates of postage. But it is not so. General Freight Agent. G. F. A.
3. Now out of employment. Will you please authorize adjustment on the following basis? Verbal agreement. Written agreement. Special Agent.
4. Make up your mind on the spur of the moment. Send draft for the amount. Judgment note. Hereby acknowledge receipt in full.
5. Demand is very light. There is no demand. This amount we have placed to your credit. Which is the amount now due.
6. Please remit amount of freight bill on receipt of this. Time of payment would expire. To extend the time of payment.
7. To pay in full of all demands. We expect to lose heavily on these shipments. Act on your own judgment.
8. As security for the payment of the same. Giving date of shipment and car number. On the deferred payments Please furnish us at the earliest possible moment.

9. Shipment was made several days ago. Should apply on this shipment. Shipments must be released and charges prepaid.
10. That said judgment may be declared a first and prior lien upon said described real estate. For prompt shipment.
11. It will be necessary for you to furnish this department with an itemized statement of your expenses. In accordance with our agreement.
12. It is a very important matter. We have looked into the matter very carefully. For overcharge on shipment of household goods.

WRITING AND READING EXERCISE 30.

1. In the Circuit Court of the United States. To the Honorable Judges of the Circuit Court of the United States. Any courtesies shown him will be highly appreciated. Property rights. Right of way.
2. Retaining walls. Awaiting your reply. Awaiting your response. Receipts of wheat to date. Mississippi River.
3. What we particularly want to ascertain, is— You may not be able to use it, but if you can we will make it to you at fifty cents per gallon.
4. We note what you say about the proposed meeting. We can then tell how much we can carry on the plant.
5. The patent to which you refer. Have you sent the papers? I will have a list of these cars sent you. Can be sent through the mails.
6. For balance we will accept your notes at sixty and ninety days. In the case which you present. Let me see it.
7. I shall be unable to be present. There will be notice sent you. You will note that it is marked. Missouri River.
8. The numbers to be the same as at present. And also let us know. At this late day. Let him off. Let's look at this.
9. Let's go. Let's have. Let's see that. Let's try. You can let us know at any time. A little while ago. To get out of it.
10. If you wish to accept this offer let us know at once. Please let us hear from you on receipt of this. The general results. At any rate.
11. For any less rate. It is no sort of use. Pro rata per mile. Pro rata per rate. Prorate. Right in line with.
12. Shall have the sole right for, in and to. Fourth-class rate.

So that we may be sure we are right before going ahead.

13. And that no other party or parties are to have the right to make or sell. A certified copy will be sent you.
14. I think I wrote to you on this subject some time ago. On the day and year first above written. Rate of premium.

WRITING AND READING EXERCISE 31.

1. Enclosed please find check, in full, to balance. We think the loan an excellent one. Enclosed find account current to date.
2. We enclose herewith price current for details of today's markets. You recollect that this matter was up some time ago.
3. We guarantee all our castings to be of absolutely new material. With this understanding. On their account.
4. Pecuniary interest. On their own account. Neither here nor there. Notary public. Notarial seal.
5. Personal interview. Surrender bill of lading attached, only on payment of draft. Under the circumstances. I have your letter.
6. To go under the name of. To knock under. Under date of Dec. 1st you wrote us.
7. Under lock and key. Under my hand and seal. Under the head of. Under the plea of.
8. Under the sun. Enter upon the duties of. From center to center. Sold under the hammer. Shareholders.
9. There was duly entered of record in the Clerk's Office. To render this service. Mailed you under separate cover.
10. At the same rate of interest. My entire right, title and interest. Take an interest in.
11. Witness my hand and notarial seal. It will be necessary to endorse the policy as follows: It being understood.
12. Loss, if any, to be paid to the mortgagee, as his interest may appear. More than I can understand.
13. It is hereby expressly understood and agreed by and between the parties hereto. This will introduce to you.
14. This is our understanding of the case as it now stands. If the facts are as stated in your letter. Bondholders.

WRITING AND READING EXERCISE 32.

1. Please waive protest and hold for ten days. We are led to believe. The list is subject to a special discount.
2. Does not hold an absolute title to the premises. Our fa-

- cilities in this department are unexcelled. Don't you know?
3. To have and to hold the above described premises, with all the appurtenances thereunto belonging. We can not find anything to your credit.
 4. We can not accept a risk on this property. We enclose herewith account purchase and sale. We do not want to take the risk.
 5. I do not deny. I don't know how soon. Do not keep them in stock. We do not think it safe. How do you account for it?
 6. We do not feel that we are at all to blame in this matter. We do not think you have the right. Stand at the head.
 7. Don't fail to attend to this. Please reserve berth for me on steamer sailing on the 10th inst.
 8. The said party of the second part signing by the hand of its President, duly authorized so to do. In reply to your favor of the 2nd inst. To a great extent.
 9. Stand in need of. Take his stand. I shall be unable to attend. To stand to reason.
 10. We have your valued favor of the 5th inst. We are in receipt of your favor of the 7th inst. Replying to yours of the 17th inst., would say
 11. Standard-gauge track. Thanking you for your favor of the 23rd inst. You are in good standing. Stand a good chance.
 12. Yours of the 20th inst. duly received and noted, with thanks. Herewith please find all papers in above claim. Enclosed find receipt in full.
 13. On friendly terms. Enclosed please find samples, as requested. You will find that such is the case. Which you will find very close.
 14. You will find that there is. Enclosed please find account sales. You will find that to be the rule in this house. Enclosed you will find several pieces.

WRITING AND READING EXERCISE 33.

1. To come to some definite understanding with them in this matter. A little later on. Policy holder.
2. With this express understanding and agreement. In reply to your letter of the 6th inst. We will send you with this letter.
3. In your letter of March 7th you say. Before you receive

this letter. I am in receipt of your letter. I enclose copy of my letter.

4. For the benefit of the holder of the note. I claim as new and desire to secure by Letters Patent. Give an order.

5. Please see my letter of the 2nd inst. on the subject.

Whereas, Letters Patent of the United States of America have been issued. Enclosed copy of circular letter.

6. I am in receipt of your personal letter of today. Please note enclosed copy of letter dated 10th inst. Want of order.

7. I have your letter of the 23rd, and beg to say in regard to the matter referred to, that we shall be glad to take it up with you at an early day

8. and adjust it in a manner which will be satisfactory to all parties in interest. We can fill your order.

9. We shall be glad to have your order. We thank you for the order. We will give you an order to go ahead.

10. With a copy of the order. With each and every order.

And in order to get it before you. Enclosed please find order.

11. And shall be glad to fill your orders, in future, at 30 days, as you desire. We can not accept your orders. As per your order.

12. We have placed your order. We hope to secure your orders. Hoping to be favored with your order.

13. Hoping to receive your order. Arrived in bad order.

I am today in receipt of your order. Subject to your order.

14. We greatly regret that you can not ship any of the goods ordered, at the present time. We have entered your valued order.

WRITING AND READING EXERCISE 34.

1. We will hold them subject to your order, or sell them on your account. We shall be pleased to have a trial order from you.

2. We would suggest that in future you make all your orders on our nearest branch house. Were received in good order.

3. Trusting I may be favored with any orders you may have in our line. By referring to your orders.

4. Trusting we may have your order soon. We will fill promptly any order with which you may favor us.

5. We ship order at the earliest possible moment. In order to secure the payment of said principal sum and interest thereon. We return herewith.
6. It will be necessary to enclose the full amount in cash with the order. They were made specially to order. In the natural order of things.
7. We have cancelled your entire order, as requested. We shall have to order it elsewhere. It will be seen.
8. Your favor of the 22nd inst., addressed to the writer, is received. And hope you will be successful in securing some orders..
9. Thanking you for this order and soliciting your further favors, we remain. Please write us fully by return mail.
10. Will you kindly send us by return mail? With early return of all papers. Kindly have same properly filled out and return to us.
11. Return same promptly, protest waived. Please ascertain what the trouble is. We must know for a certainty.
12. Executed and delivered to your plaintiff their certain mortgage deed to the following described real estate, to wit:
13. Which we return not approved. One, certain, principal, promissory note. Herewith I return you all correspondence on the subject. Please arrange accordingly.
14. Kindly arrange for adjustment of same. If this arrangement is satisfactory, we will quote price accordingly. Please make all necessary arrangements.

BANKING LETTERS.

(Page 155)

Mr. W. H. Clark,
President, Buffalo, N. Y.

Dear Sir:--

We are in receipt of your notification of the 14th inst. Please favor us with signature of your new Cashier and also send us your bond statement,

Yours truly,

C. R. Eilson, Esq.,
Vice President, Pittsburg, Pa.

Dear Sir:--

Your favor of the 25th received with enclosure. As proceeds of the \$100 note we hand you our New York draft for \$98.75.

Yours truly,

J. H. Johnson, Esq.,
Cashier, Denver, Col.

Dear Sir:--

We note your request about charging you discounted paper as it matures.

Regarding the tendency towards ease in the Eastern money market, notice that at present the market is easier, but we do not look for a continued easy money market.

Yours truly,

G. L. Richmond, Esq.,
Waterloo, Ia.

Dear Sir:--

Your favor of the 10th inst. at hand with enclosure as stated and we credit your account \$5000. We are pleased to receive this, your first remittance on account of the Waterloo Savings Bank, and assure you that we shall be happy to extend to it all the courtesies possible.

Yours truly,

Mr. S. W. Ryland,
St. Louis, Mo.

Dear Sir:--

We have received your favor of the 27th inst. with enclosures as stated, papers being quite satisfactory.

Your account has credit on note	\$745.68
Less interest. six months, three days,	18.30
Balance	727.38

We have endorsed on back of note, "Interest paid to maturity."

Yours truly,

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HARDWARE LETTERS.

(Page 156)

Messrs. Baine Bros. & Holmes,
Elgin, Ill.

Dear Sirs:--Will you be kind enough to send Albert Graves, The Dalles Oregon, a catalog and prices of Hand Elevators? and greatly oblige

Yours truly,

Mr. H. S. Bailey,
Berlin, Wis.

Dear Sir:--Replying to your favor of the 20th, with regard to delay in shipping the Circular Saw, these Saws have to be made to order, which takes a little time; we got it off to you at the earliest possible moment.

Yours truly,

GENERAL PASSENGER OFFICE LETTERS.
(Page 159)

J. S. Knowles, Esq.,
G. P. & T. A., Chicago, Ill.

Dear Sir:--

Your favor of the 23rd inst., enclosing sample of San Francisco tickets, please accept our thanks for the representation, it is entirely satisfactory.

Yours truly,

R. S. Bower, Esq.,
G. P. & T. A., Ashland, Wis.

Dear Sir:--

Will you please instruct your Agents selling the \$100 book tickets that each coupon therein must be stamped? This is necessary for our purposes in the matter of settlement and identification of the ticket.

Yours truly,

Mr. W. L. Andrews,
Agent, Steele, N. Dak.

Dear Sir:--

Your telegram of the 8th, we will make rate for the party of six going to Detroit Lake and return, on July 2nd, of \$8.50 for the round trip. Put them all on one ticket, special, round-trip, book, making the ticket good to return until July 6th. I trust this rate will be satisfactory.

Yours truly,

P. L. Simpson, Esq.,
Des Moines, Ia.

Dear Sir:--

Replying to yours of the 17th inst., I beg to say that it is not customary with us to furnish travelers for wholesale jewelry houses with tickets at commercial rates, or with reduced rates for their excess baggage. Our regular rates from St. Paul to Tacoma are as follows:

First-class, unlimited	- - - - -	\$80.00
limited	- - - - -	70.00
Emigrant.	- - - - -	40.00

Yours truly,

Mr. Samuel S. Watson,
Ticket Agent, Macon, Ga.

Dear Sir:--

Replying to yours of the 4th inst., the second-class rate having been abolished, only the emigrant rate applies to Missoula, Montana and points west thereof. (See rate-sheet herewith.) The emigrant form should be used to these points and not the second-class form. Inasmuch as the rates are emigrant rates and not based on the old second-class rates, we certainly would not expect to pay second-class commissions. Had the emigrant rate been abolished and the second-class rate continued in force, of course the commissions would have been second-class.

Yours truly,

SUPPLEMENTARY EXERCISE 1.

(Page 55)

ekes	e'en	itches	apes	edges	etches	Ann's	opes
oaks	awls	eyed	I'd	owlish	powwow	ego	Aggie
doughy	duo	eddy	Eddie	Etta	Eva	Effie	Asa
eon	aerie	aha	ogee	outdo	outgo	outlaw	outweigh

SUPPLEMENTARY EXERCISE 2.

(Page 59)

1. beacon	bedew	belie	apiece	appears	geese	Eden
deems	eaten	Eaton	Eton	tease	veer	fees
sheaf	sheathe	siege	beseech	merely	needy	neatly
niece	knees	anneal	veneer	oblique	leanto	legion
leach	leech	leeway	rear	arena	outreach	heap
heaping	heave	heaving	heel	heal	heals	healing
hero	cohere	jeer	jeering	cheery	yearly	yearling
2. keenly	keenness	deepen	deacon	decays	decoy	deity
deviate	deafens	deafness	deify	dean	teal	zenith
zeal	seek	seethe	scenery	sienna	senior	thieves
meek	oatmeal	mealy	repay	reek	wreak	bereave
wreath	revere	weep	weaken	weedy	wean	ween
cheeky	achieve	wheeze	believer	believing	unbelief	unbeliever
3. bins	abyss	bilge	billowy	pithy	pickax	picnic
pink	pillage	giddy	dizzy	dimly	fib	figs
affix	filch	shin	shilling	ethics	thicken	amies

lives	living	liver	livery	linen	linens	lineality
linear	lingo	links	lynx	lily	lilies	limbo
lynch	lynch-law	rims	jimmy	chimney	whims	avaricious
4. gig	gingham	gill	kip	kin	kiln	digging
Dixie	oddity	ditto	divinity	differ	din	dinning
tiptoe	tipsey	attic	tinny	fishy	easily	easiness
sip	sickish	sicken	sieve	sinew	sinking	anity
myth	minnow	mink	mimic	milky	milky-way	remies
ribbon	rigging	arid	avarice	rink	wig	wins
wince	winnow	jig	jiffy	gin	ginning	agility
chicken	chin	whiz	bewitch	pigeon	pigeons	visage
avidity	outlive	without	withal	witty	willingly	unwilling- ness
heresy	herein	hereof	herewith	thinking	things	solidity

SUPPLEMENTARY EXERCISE 3.
(Page 63)

1. babes	base	bass	bays	baize	urbane	pagan
pathos	pace	pays	painless	campaign	payer	gaze
gayly	cape	cake	caveat	chaos	canoe	cage
dale	Dane	deign	dainty	detain	vagus	renovate
vase	veil	veil	vale	phase	deface	famous
defame	feign	fane	fain	shaky	shady	sago
sane	maze	maize	May's	mania	mainly	Mary
nape	nave	knave	namely	lave	lacing	rapacious
radius	ratic	ravine	raving	raise	rays	race

rainbow	rainy	walf	wavy	awaken	ways	weighs
wane	wain	jade	Jane	chasten	chafe	chafing
chary	betake	makes	making	American	favoring	favor'd
favorite	favora	voracious	veracious	fallacious	nefarious	alias
2. beck	beckon	bedlam	bavy	beverage	bell	belle
bellow	ebony	peg	peck	apex	pqet	poetic
poem	penny	pennies	pence	penance	pelt	pellet
pelf	epidemic	den	delve	derrick	edit	edifice
ten	tenacious	tenure	tenth	tenon	terror	terrier
terrific	terrace	vex	venom	venomous	ferries	fetch
shelf	thence	mesh	omen	amen	annex	nephew
knell	web	legacy	leaven	leverage	lemon	wretched
unerring	hen	hedge	jet	Jesse	Jessie	Jennie
jenny	jelly	jealous	chess	caress	envoy	entity
elbow	elegy	elk	elf	Elsie	Ellen	efficiency
ed	ing	tive				ity
represent	represent	representa	regularly	regularity	irregular	irregular

SUPPLEMENTARY EXERCISE 4.

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1. alms	army	argue	tardy	afar	farca	balm
palmy	calves	carp	cargo	carve	carcass	tar
tarnish	char	jar	charged	charging	charges	remarking
2. apathy	apple	acme	addie	adder	adage	attache
ambush	Arab	patch	gap	cabbage	cabin	captious
capacious	dash	tap	tan	tallow	van	fag

fathom	famish	famishing	famine	fan	fang	fairy
affair	unfair	sang	sank	sally	sallow	satchel
their	thereby	thereupon	thereon	thereof	therewith	thereto
thereunto	therein	Mc	Mac	Wack	mash	mammoth
magic	lag	lagging	lackey	lacks	lax	lass
lasso	lance	lank	languish	latch	ravish	ravenous
rang	rank	rarity	rarefy	rarely	ratchet	wag
beware	unawares	whereupon	wherein	whereof	whereon	wherewithal
Yankee	hack	hash	Harry	hair	Japan	jag
chap	chaplain	chat	averaged	averaging	averages	avalanche
advantages	advanta- geous	thank	thank	thankless	anatomy	having
3. bag	bagging	bass	ban	banns	banish	banana
bang	banking	bearing	baring	barely	pansy	pang
parry	parries	gangway	gallop	cavity	cavities	catholic
cam	cameo	camel	camera	candy	candid	cannon
canon	caravan	sham	chamois	lamb	ramify	ham

SUPPLEMENTARY EXERCISE 5.
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1. bows	beaux	bogus	boldness	borne	borer	boatswain
pope	poke	potentate	potential	potency	pony	poach
depose	copious	cone	atone	vogue	focus	foes
foam	foamy	forego	foregone	forthcom- ing	forthwith	forage
divorce	zone	ozons	soapy	sofa	solo	solidity
solidify	sore	soar	sower	mope	moldy	molten

loaf	alone	cologne	lowly	lowliness	loathe	loath
loth	ropa	ropy	rotate	rose	rows	arosa
romance	uproar	roach	woes	yore	hoary	hose
hoes	obese	opaque	ocean	Job	jolt	Aurora
2. goal	gory	cocoa	coax	cokes	cove	dose
domain	door	dory	Dora	adora	toady	toes
tows	torn	tory	shows	shoal	shorn	mows
knoll	roguish	roguishness	rove	roving	hoax	chore
3. buck	button	buffet	rebuff	buss	bunk	burrow
borough	burnish	birch	budge	puppy	puppet	pugnacious
puff	pulp	pulse	perch	gully	cub	covet
coming	undone	dunce	duns	tonnage	turf	deter
aver	virgin	affirm	furrow	shun	shirk	sully
sulky	sullen	muff	monkey	mummy	muddy	mutton
lug	luggage	lucky	lovely	lunch	lungs	divulge
defer	ruffian	emerge	wrung	rung	hug	honey
hung	unearthly	worry	worthless	worthy	worthiness	adjudge
junk	chubby	chunk	herb	earthen	earnings	urchin
4. gulf	gulch	girth	cuff	cull	cur	Kerr
dug	dove	dirk	dearth	dirge	tuck	muck
myrrh	murky	chum	churn	oven	onus	odious

SUPPLEMENTARY EXERCISE 6.
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1. booty	booth	booming	boon	Boone	baboon	boor
----------	-------	---------	------	-------	--------	------

boorish h	boorishness h	pool h	pooling h	poorly h	goose h	coop h
coup h	uncouth h	coon h	coolly h	cooly h	coulie h	courier h
toot h	twos h	tomb h	shoes h	sooty h	soothe h	soothing h
moody h	minutiae h	moose h	Moore h	moor h	news h	newsy h
noose h	newly h	newel h	Newell h	lose h	loose h	loom h
illuminate h	lunacy h	ruby h	rouge h	uniformly h	uniformity h	unanimity h
2. bouquet h	book-keep- ^{ing} bushy h	bully h	bullying h	bullet h	bulletin h	
pudding h	pulley h	pussy h	cuckoo h	cookey h	nook h	outlook h
3. gaudy h	gaudiness h	gaudily h	gauze h	gauzy h	gauziness h	calk h
born h	daub h	debauch h	dawn h	adorn h	torch h	shawl h
salt h	salted h	salting h	malt h	laws h	nauseous h	warp h
warmth h	warmly h	warrior h	wharf h	horn h	jaws h	chalky h
4. Auburn h	balky h	balkiness h	pawn h	pawn-shop h	Paul h	pawl h
pall h	appall h	fawn h	fawning h	fauna h	yawn h	accordingly h
forgive h	forgiven h	forgiving h	formality h	formerly h	deformity h	reformer h
5. cog h	cogitate h	topic h	autopsy h	toddy h	tossing h	Tom h
Tommy h	dogma h	doff h	doll h	doll-house h	folly h	column h
solve h	solving h	solemn h	solemnly h	offshoot h	omniscience h	homage h
noxious h	novice h	anomaly h	anonymous h	jog h	jockey h	chop h
6. bob h	bog h	boggy h	pop h	poppy h	epoch h	gong h
cob h	collapse h	don h	tonic h	tonge h	fop h	foppishness h
foggy h	fox h	foxy h	foxiness h	sob h	sock h	song h
thong h	mop h	mock h	lop h	log h	lock h	locking h

logic	objects	objected	objective	objecting	popularity	unpopular
<u>l</u>	<u>o</u>	<u>o</u>	<u>o</u>	<u>o</u>	<u>o</u>	<u>o</u>

SUPPLEMENTARY EXERCISE 7.
(Page 79)

- | | | | | | | |
|------------|----------|----------|------------|-----------|------------|-----------|
| 1. dike | diet | dies | dyes | dice | dial | tidy |
| <u>d</u> | <u>d</u> | <u>d</u> | <u>d</u> | <u>d</u> | <u>d</u> | <u>d</u> |
| untie | untidily | ties | entice | tine | tiny | nica |
| <u>u</u> | <u>u</u> | <u>t</u> | <u>e</u> | <u>t</u> | <u>t</u> | <u>n</u> |
| mice | demise | nice | nine | ninety | Nile | liken |
| <u>m</u> | <u>d</u> | <u>n</u> | <u>n</u> | <u>n</u> | <u>N</u> | <u>l</u> |
| lichen | liking | alive | lies | lice | lion | Lisle |
| <u>l</u> | <u>l</u> | <u>a</u> | <u>l</u> | <u>l</u> | <u>l</u> | <u>L</u> |
| lilac | outline | ripen | arise | writhes | unwise | wily |
| <u>l</u> | <u>o</u> | <u>r</u> | <u>a</u> | <u>w</u> | <u>u</u> | <u>w</u> |
| gibe | whine | itemize | ivory | ideality | ideally | ibis |
| <u>g</u> | <u>w</u> | <u>i</u> | <u>i</u> | <u>i</u> | <u>i</u> | <u>i</u> |
| 2. dime | timely | rhyme | rime | dire | tire | tyro |
| <u>d</u> | <u>t</u> | <u>r</u> | <u>r</u> | <u>d</u> | <u>t</u> | <u>t</u> |
| attire | mire | wiry | wiring | chime | Irish | iris |
| <u>a</u> | <u>m</u> | <u>w</u> | <u>w</u> | <u>c</u> | <u>I</u> | <u>i</u> |
| 3. buys | buying | pike | pica | piety | pious | pilot |
| <u>b</u> | <u>b</u> | <u>p</u> | <u>p</u> | <u>p</u> | <u>p</u> | <u>p</u> |
| pilotage | beguile | archives | devise | vile | vileness | vial |
| <u>p</u> | <u>b</u> | <u>a</u> | <u>d</u> | <u>v</u> | <u>v</u> | <u>v</u> |
| viol | violin | five | fife | defile | fiat | Zion |
| <u>v</u> | <u>v</u> | <u>f</u> | <u>f</u> | <u>d</u> | <u>f</u> | <u>Z</u> |
| 4. buyer | chyme | environs | virus | fire-arms | fire-works | undivided |
| <u>b</u> | <u>c</u> | <u>e</u> | <u>v</u> | <u>f</u> | <u>f</u> | <u>u</u> |
| 5. dews | dues | deuce | adduce | educe | dual | duel |
| <u>d</u> | <u>d</u> | <u>d</u> | <u>a</u> | <u>e</u> | <u>d</u> | <u>d</u> |
| views | diffuse | fugitive | ensue | ensuing | dilute | mutiny |
| <u>v</u> | <u>d</u> | <u>f</u> | <u>e</u> | <u>e</u> | <u>d</u> | <u>m</u> |
| music | June | juvenile | Jews | juicy | jewel | chews |
| <u>m</u> | <u>J</u> | <u>j</u> | <u>J</u> | <u>j</u> | <u>j</u> | <u>c</u> |
| puny | oppugn | cubic | dupe | attune | hugely | solitude |
| <u>p</u> | <u>o</u> | <u>c</u> | <u>d</u> | <u>a</u> | <u>h</u> | <u>s</u> |
| 6. coining | coily | coyness | turnoil | adjoin | rejoin | toys |
| <u>c</u> | <u>c</u> | <u>c</u> | <u>t</u> | <u>a</u> | <u>r</u> | <u>t</u> |
| toying | noisy | boyish | boyishness | foil | poise | devoid |
| <u>t</u> | <u>n</u> | <u>b</u> | <u>b</u> | <u>f</u> | <u>p</u> | <u>d</u> |
| 7. bows | boughs | bowery | bowels | douse | dowse | cows |
| <u>b</u> | <u>b</u> | <u>b</u> | <u>b</u> | <u>d</u> | <u>d</u> | <u>c</u> |
| counties | county's | cower | carouse | vows | avowal | sour |
| <u>c</u> | <u>c</u> | <u>c</u> | <u>c</u> | <u>v</u> | <u>a</u> | <u>s</u> |
| mouse | mows | dower | towel | rowdy | rouse | rows |
| <u>m</u> | <u>m</u> | <u>d</u> | <u>t</u> | <u>r</u> | <u>r</u> | <u>r</u> |

bounteous	pouch	vouch	vouched	gouge	denounce	allowable
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SUPPLEMENTARY EXERCISE 8.
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- | | | | | | |
|----------------|------------|------------|-------------|------------|----------------|
| 1. breeze | breathe | bravado | brace | brays | braze |
| breathless | brassy | broom | broach | broth | brawl |
| breach | breech | brim | brink | bran | brandy |
| bronze | brine | brier | bronze | brewery | brother-in-law |
| 2. abbreviate | outbreak | abridge | bribery | debris | fabric |
| fibrous | limber | unlimber | laborer | laborious | laboring |
| robbery | barber | barbarous | harbor | saber | amber |
| 3. prairie | prune | probe | propitious | prick | prince |
| prong | pry | prejudice | prize | pries | apprise |
| primary | primarily | prudential | pretentious | premise | prejudicial |
| perfidy | perfidious | pernicious | partake | permeate | pronounce |
| 4. opprobrious | apron | apropos | appropriate | capricious | copper |
| cooper | depress | deeper | vapor | superb | hamper |
| whimper | reproduce | hopper | principles | principals | principally |
| unprincipled | property | properly | probably | paralysis | paralyze |
| prolific | prolong | prolix | temporal | prolog | prelude |
| prelate | prelacy | corporal | corporeal | prowl | unparalleled |
| 5. Greek | greedy | greasy | grievance | grief | gruff |
| grape | group | growth | grown | groan | growing |
| grove | grip | gritty | grimy | grimace | grab |
| gram | graphic | gravity | granite | grudge | gorgeous |

6. egress	egregious	agreeing	aggravate	begrudge	program	diagram
tiger	cigar	engross	engrave	negro	rigor	growl
creek	creak	crease	creeper	crape	crave	crow
crank	crook	crash	crush	crazy	chronic	crown
crevice	crier	cries	crutch	crouch	crotch	courageous
8. ochre	baker	backer	broker	breaker	packer	poker
pucker	kicker	croaker	cracker	crockery	decry	dicker
decrease	decorum	decrepitude	ludicrous	talker	tucker	ticker
sicker	sucker	seeker	thicker	maker	meeker	mocker
mockery	democracy	recourse	recur	wrecker	worker	weaker
Walker	locker	cruelly	cruelty	pickerel	mackerel	mercurial
9. dreary	dreamy	drapery	drainage	drove	drawer	drag
drugs	dregs	drum	dram	drachm	drama	drawbridge
drawback	drawn	drown	dropsey	drayage	odor	redress
tawdry	dearly	dearer	endear	endeared	endearing	reindeer
10. trap	treat	trees	treatise	tricky	trim	trashy
trying	trickery	trapper	trooper	torpedo	truck	trader
trier	traduce	truly	triumph	tragedy	trench	trinity
betray	obtrude	perpetrate	untrue	penetrate	retreat	portray
portrait	putrid	entreaty	trill	trellis	troll	patrol
petroleum	guttural	electoral	nostril	neutrality	neutralize	portrayal

SUPPLEMENTARY EXERCISE 9.

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1. overawe overbalance overhearing overpower overcome overdo

overtake 2	overtime 2	overshoe 2	overshadow 2	oversee 2 2	oversight 2
overload 2	overlay 2	overlook 2	overreach 2	overwork 2	moreover 2
evermore 2	everliving 2	verity 2	wherever 2	whichever 2	avoirdupois 2
verbose 2	verbiage 2	verdancy 2	vortex 2	beaver 2	engraver 2
uncover 2	diver 2	Dover 2	tavern 2	trover 2	shaver 2
shiver 2	chevron 2	savor 2	sever 2	sovereign 2	mover 2
knavery 2	lover 2	rover 2	reverie 2	reverential 2	perverse 2
2. freak 2	frees 2	freeze 2	frieze 2	freely 2	freer 2
fray 2	froze 2	frill 2	frock 2	fry 2	frown 2
frillery 2	fractious 2	fracas 2	frothy 2	France 2	French 2
freshet 2	frenzy 2	frail 2	frolic 2	frigid 2	afresh 2
affray 2	effervesce 2	pharmacy 2	fervency 2	fervor 2	buffer 2
briefers 2	gopher 2	coffer 2	deafers 2	sufferers 2	diaphragm 2
sufferance 2	camphor 2	roofer 2	loafer 2	refresh 2	chaffer 2
3. shriek 2	shrine 2	shrubbery 2	glacier 2	crusher 2	fiduciary 2
fresher 2	shore 2	sea-shore 2	enshrine 2	finisher 2	censure 2
cynosure 2	harsher 2	surely 2	cheerfully 2	pitcher 2	capture 2
architecture 2	tincture 2	juncture 2	ditcher 2	richer 2	torture 2
forfeiture 2	watcher 2	naturally 2	naturalize 2	unnatural 2	ill-nature 2
4. azure 2	ozier 2	treasury 2	treasurer 2	measureless 2	usurer 2
perjury 2	perjurer 2	gauger 2	drudgery 2	verdure 2	forgery 2
legerdemain 2	wager 2	jerk 2	granger 2	lounger 2	ginger 2
5. narrative 2	nervous 2	nourish 2	nurse 2	anarchy 2	enervating 2

unripe	unremitting	pioneer	ignoramus	trainer	thinner
demeanor	domineer	runner	burner	foreigner	forerunner
joiner	remunerate	degenerate	unregenerate	singer	hanger
wringer	bother	bather	otherwise	throws	throes
thrash	throb	throng	throne	thrown	overthrow
6. layer	lower	lore	liar	lyre	lure
lurk	lurid	solar	healer	millar	jewelry
bachelor	taller	shriller	learned	learning	larger
largely	enlarge	familiarize	familiarly	familiarity	unfamiliar
7. mercury	myriad	mercy	mirth	murmur	marine
mariner	mourner	mirror	mirage	morose	demur
demure	drummer	dreamer	temerity	remorse	armor
Armour	armory	humor	humorous	hemorrhage	tumor

SUPPLEMENTARY EXERCISE 10.

1. bleak	blameless	bloom	blemish	blown	blur
bleach	ably	able-bodied	gable	gobble	navigable
irrevocable	doubly	audible	eatable	veritable	feeble
fable	affable	sociable	appreciable	sable	mobile
blameable	preamble	ramble	rumble	chambers	emblem
jumble	abominable	nimble	rabbie	rebel	rubble
adorable	endurable	venerable	jubilee	irreproach- ^{able}	waybills
tumbler	grumbler	tabular	tubular	globular	warbler
2. plague	player	pliable	plug	plumber	plainer

planer	pulverize	applause	pilgrim	pilfer	propel
propeller	perplex	grapple	deeply	deploy	diploma
deplore	topple	overplus	crumple	dimple	temple
trample	rumple	replace	replevin	pleasurable	sharply
replies	replied	replying	employe	unemployed	re-employ
3 glean	glib	glum	globe	glove	glaze
glare	glair	glazier	bugle	giggle	goggles
frugal	legalize	illegally	wiggle	juggle	joggle
glorious	glorify	gloried	telegraphic	telegrapher	telegraphy
4. clique	cleaveage	clay	clothier	clinch	cling
clap	clash	clog	culpable	clew	cloudy
clumsy	Calvary	calamity	clamor	cleanse	cleaner
cholera	clung	clutch	college	buckle	diabolical
pickle	tropical	proclivity	methodical	tickle	tackle
vocal	shackles	physically	sickle	sickly	cyclone
fiscal	thickly	chemical	numerical	nickel	knuckle
nucleus	chronicle	tyrannical	frankly	reckless	reclaim
recall	foreclosure	logical	ocular	secular	vascular
muscular	jocular	alkali	weekly	weakly	collected
collecting	collective	collector	recollect	psychology	psychological
5. dilapidated	delayed	deleterious	dilatory	deluge	delirium
boodle	rapidly	cradle	credulity	griddle	fidelity
saddle	remodel	medley	maudlin	needle	candle

kindle	ladle	riddle	curdle	waddle	widely
6. brutality	subtile	reptile	entitle	tolerable	vitality
victuals	fatally	fatality	shuttle	subtle	subtlety
settle	unsettled	versatility	metallic	ventilate	throttle
mantle	mantel	volatile	mutilate	foretell	fertile
fertility	portly	wattle	whittle	whittlings	chattel

SUPPLEMENTARY EXERCISE 11.
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1. valuable	voluble	voluptuous	volcano	validity	valise
villainous	vulnerable	evolve	bovel	gavel	devil
drivel	frivolity	civility	civilize	uncivil	marvelous
novelty	naval	anvil	carnival	jovial	shrivel
shrievalty	revolve	vulgarity	cavalry	chivalry	rivalry
2. fleace	flees	fleas	flue	flew	flows
floes	flowing	fling	flash	flush	flounce
flabby	flap	fleshy	flume	phlegm	flimsy
flannel	flank	flung	offal	afflatus	affluence
affiliated	fallible	fallacy	befall	buffalo	playful
wakeful	pitiful	bountiful	overflow	youthful	mouthful
triumphal	mournful	thankful	wrongful	unlawfully	woful
joyful	flourish	flooding	floral	trifler	muffler
3. nullify	analogous	analytic	annals	tribunal	penal
panel	gunwale	colonial	venality	vanilla	finally
thinly	aboriginal	marginal	ammonial	granulated	finality

4. mellow	melody	mulberry	malleable	malpractice	militate
mulatto	maltreat	mail-train	malevolence	militia	malicious
melancholy	millenium	milliner	millennial	multitude	multifarious
5. wall	weal	well-being	willow	wallow	welfare
bewail	farewell	unwell	unwieldy	well-known	well-nigh
Wheeler	whaling	wheelbarrow	awhile	worldly	worldliness
6. yellow	yelp	yawl	yolk	bibulous	populous
populace	opulence	virulence	eulogy	unyielding	nebula
nebulous	amulet	cumulate	tremulous	depopulate	eulogize
7. relapse	relax	rollicking	relevance	irrelevance	ruling
unruled	reel	rail	railery	religious	oral
apparel	nonpareil	plural	purlieu	purloin	pearly
girlish	gorilla	Carl	carol	curly	coral
corollary	darling	virile	overrule	unfurl	ferule
fairly	cereal	primarily	memorial	laurel	aerial
reality	garrulous	editorial	territorial	dictatorial	mayoralty
morality	moralize	ephemeral	admiral	neuralgia	reroll

SUPPLEMENTARY EXERCISE 12.

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1. speedy	spear	spark	spoon	Spanish	spine
spun	spur	spurn	spire	speechless	spiral
2. skein	scoop	scope	skip	skipper	skiff
skim	scum	coff	schooner	scanty	scalp
scorn	scorch	scourge	sky	scow	scowl

	acour	skull	scull	skeleton	acurrilous	scholar
3.	steerage	stainless	staying	stage	star	starch
	stows	story	storage	stalk	sticky	stiffen
	sting	stigma	stagger	staff	stew	studio
	studious	stubborn	stubble	stable	stumble	stupefy
	stoppage	steeser	stupor	steeple	steadily	steadiness
	stuff	stays	stem	stamina	stony	stated
	stench	stung	stealth	stultify	stern	stitch
	stimulate	stimulus	steamer	stunner	sterile	sterling
4.	spherical	smoky	smoker	smutty	snack	smirch
	smudge	smutch	smuggler	sneezs	sneer	snake
	snail	snowing	snors	snappish	snipe	snub
	snob	sneak	snuff	snare	snatch	snarl
5.	sleepy	sleepers	sleeve	sleeve	sliver	slay
	sleigh	slavery	slavish	slain	slaying	sleighting
	sloop	sluice	slow	slower	sloe	slaw
	slab	slap	slag	slash	slam	slumber
	slums	slang	slice	slime	slop	slug
	sluggish	slovenly	slough	slung	sledge	slouchy
6.	sways	swathe	swain	swaying	swale	suavity
	swath	sweeper	soiree	swarm	Swiss	swine
	swoon	swung	swimmer	swallow	swill	swage-block
7.	subdue	subdivide	submerge	suburbs	sabbath	sagacious
	escutcheon	sex	sexual	suck	succumb	psychic

psychical	sedate	seditious	seduce	suddenly	settee
set-to	set-off	satin	satan	satanic	settiety
satellite	seven	savant	souvenir	severely	safety
simplify	seems	sums	summing	sameness	somehow
summarize	sumptuary	sympathize	simultaneous	sausage	sunrise
sensual	sensuality	synonymous	sanity	sanitary	sung
sanguine	sanguinary	sanctity	sanctuary	salutary	salubrious
8. surreptitious	surpass	surplus	circus	surveyor	servitude
survivor	surviving	servile	surf	serf	surfeit
surface	surfacing	surname	surloin	seraph	surcharge
serenity	seriously	seriousness	surly	surliness	surgeon
surgical	surgery	sorrowful	sordid	sordidness	sordidly

SUPPLEMENTARY EXERCISE 13.
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1. razor	hesitate	housed	exude	hoghead	closet
desirable	disarm	exotic	presidency	presidential	appraiser
nonobservance	barbarism	spasm	pauperism	presumable	chasm
dismal	methodism	dishonor	treasonable	reprisal	exhale
chisel	hazel	unwisely	uncivilized	physic	usurp
muzzle	denizen	venison	cognizance	miasma	mesmerism
2. perspicuity	precipitate	prospectively	cask	excusable	decidedly
undecided	dusty	tastily	methodist	detest	deceitfully
distemper	distillery	sawdust	foretaste	trusty	trustworthy
trustee	atrocitiy	majesty	majestic	justice	joist
cheet	chastity	chastise	racer	sorcerer	sorceress

3. bask	basque	beside	subsidize	subsidiary	embassador
best	boast	bust	beast	baste	based
beset	breast	abreast	obesity	abstinence	robust
subserve	placid	outpost	postmark	pastime	upset
upstairs	prestige	depressed	oppressed	oppressor	repast
rapacity	keepsake	multiplicity	aghast	aggressor	glycerine
flexible	taxpayer	expedite	pestiferous	exceed	crisp
crusade	caustic	costly	key-stone	excite	excitable
excited	exit	sixty	sixteen	sexton	outcast
Christ	crest	crust	cursory	disbar	despicable
despise	predisposed	disparage	disgorge	duky	producer
disrespect	disrelish	purchaser	telescope	trespasser	noticeable
forcible	rasp	recipe	respective	irrespective	respectively
respectfully	forceps	risky	burlesque	rusty	rustic
restless	aristocracy	erased	burst	versed	forest
ferocity	thirst	theorist	sunset	farcical	foretall
wasp	wasteful	wisp	worsted	whist	whisk

SUPPLEMENTARY EXERCISE 14.

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1. blasphemy	blossom	basin	obeisance	blessing	bustle
obsolete	absolve	perceive	pacify	pacific	specific
capsize	dispossess	placing	epistle	pusillanimous	priceless
gossamer	guessing	grossly	glisten	aggressive	progressive
vigorously	vexatious	unsuccessful	crisis	axiom	exhume
Christmas	buxom	maxim	facsimile	irksome	casing

tattle	excel	closely	book-seller	delusive	decease
disway	dismiss	dismantle	decimal	meddlesome	decency
dressing	docile	disloyal	dislodge	tossing	derisive
recess	tiresome	arsenal	arsenic	pursuance	receivable
variously	prodigiously	justifiable	rejoicing	unrighteous- ^{ness}	vouchsafe
2. frisky	fresco	flask	serviceable	devastate	vested
diversity	traversed	travesty	perversity	vivacity	anniversary
festivity	fastidious	steadfast	breakfast	deficit	felicitate
falsity	socialist	busiest	noisiest	laziest	basest
saucer	admissible	misgiving	promiscuous	namesake	misdeed
misdemeanor	uppermost	utmost	misty	musty	chemist
mustache	molest	animosity	unmistakable	municipality	ransack
fancied	rancid	linseed	honestly	sunset	tenacity
amnesty	nicety	against	nonsuit	unsuitable	unsteady
unsightly	sincerity	unanswerable	lisp	elucidate	enlist
lustily	unbalanced	solicitude	solicitous	largest	yeast
3. diffusive	facilitate	fee-simple	phosphorous	missive	permissive
massive	advantageously	humorsome	domicile	miscellany	merciless
maliciously	misnomer	remorseless	unseemly	nonsensical	nestle
unsalable	counsel	council	chancellor	enslave	colossal
toilsome	thistle	loosely	fastening	usefully	usefulness

SUPPLEMENTARY EXERCISE 15.

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1. sprain	sprawl	spruce	sprays	sprightly	sparkle
supremely	supersedeas	supercilious	supervene	superficies	superficial

	supernumerary	superannuated	supernal	prosperous	soberly	soberness
2. escrow	scribble	ascribe	superscribe	obscurity	scraper	
scrupulous	screen	secretly	scrimmage	execrable	scraggy	
3. strawberry	strap	stripe	strew	outstrip	streak	
stratify	strategy	strategical	stratagem	strove	streamer	
strenuous	strung	strongly	stretched	astray	astronomy	
awestruck	bestride	substratum	abstruse	obstreperous	duster	
strata	stratified	distressed	distrust	destroyer	administrat-	ive
trix						
administra-	frustrate	rostrum	adjuster	registry	Chester	
laciturn	startle	ostrich	outstretched	homestretch	straightway	
4. possibly	supposable	irrepressible	briskly	classical	exclusive	
splash	crystal	reciprocal	disgraceful	discourse	discursive	
decisively	disuse	offspring	massacre	exigency	disobliging	
desperado	displease	forswear	persuasive	praiseworthy	misjudge	
side-saddle	wheresoever	whichever	moisture	gesture	expostulate	
5. castigate	ecstatic	ecstasy	extempore	extemporize	extemporane-	
extensive	extinct	extrajudicial	extirpate	extricate	extremely	
extremity	exterminator	extraneous	external	extrinsic	blackest	
coaxed	dextrous	textile	pretext	trickster	text-book	
stickiest	strictest	vexed	sickest	thickest	downcast	
rankest	longest	luckiest	slickest	huckster	quickest	

SUPPLEMENTARY EXERCISE 16.
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1. aspen	asperse	asperity	asbestos	acidity	assiduous
ascetic	astute	assuming	assembly	asleep	assay

assayer	assiduity	acerbity	oasis	iceberg	Isaac
isothermal	islinglass	Israel	asparagus	bonanza	erase
erasing	Austin	allspice	Osborn	ostensible	ostentatious
galaxy	gazette	piazza	prosaic	morase	ossify
puissant	pursuer	raciness	rosette	whipsaw	teaspoon
2. sess-pool	assisted	assassin	possessor	abscess	businesslike
subsist	presses	synopsis	guesses	crossest	accessory
verex	fixes	mixes	predecessor	dissimilar	dissimilarity
trusses	vicissitudes	fences	fancies	synthesis	enthusiast
paroxysm	senses	censue	essences	glimpses	molasses
analysis	diagnosis	amanuensis	Genesis	necessitate	ancestor
ancestry	ancestral	unseasonable	unnecessary	forces	horses
persist	resuscitate	resistless	irresistible	uses	yes sir
3. bounce	semblance	exuberance	forbearance	turbulence	pounce
pounces	dispenses	suspense	corpulence	expanse	responses
responsive	irresponsi-	appearances	non-appear-	reappearance	glances
glanced	fragrance	flagrance	repugnance	askance	truculence
recurrence	opulence	dense	guidance	credence	evidences
diffidence	duration	endurance	residence	tense	trance
trances	utterance	substances	subsistence	pittance	pre-existence
non-existence	penitence	entrance	remonstrances	non-resist-	reverence
references	deference	adherence	tolerance	parlance	luxuriance
divergence	effulgence	perchance	petulance	virulence	pestilence

SUPPLEMENTARY EXERCISE 17.
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1. beautify	bottomless	verbatim	steamboat	thereabouts	whereabouts
roundabout	debatable	exorbitance	British	elaborate	vibrate
brighten	brightens	brightness	tablet	tabulate	tabulating
2. bankrupt	precept	skipped	skeptical	carpet	decrepit
pulpit	optimist	capitulate	proscriptive	descriptive	postscript
dipped.	tipped	tapped	tripped	trapped	stooped
shaped	acceptable	despotism	receptive	receptacle	respite
susceptible	exasperate	recuperate	protuberance	forepart	mapped
snapped	leaped	slipped	sloped	slept	exculpate
reaped	rapt	wrapt	rapped	wrapped	disreputable
abrupt	perpetual	swept	swapped	operative	co-operative
culprit	partisan	copartner	sea-port	portable	purport
perceptible	perceptive	split	replete	exploit	exploited
3. forgetful	forgetfulness	forgotten	emigrate	emigrating	regretfully
promulgate	navigate	navigating	irrigate	irrigating	corrugate
abrogate	mitigate	propagate	obligate	subjugate	subjugated
grateful	gratis	gratify	gratitude	gratuitous	gritty
4. ached	activity	backed	booked	biscuit	basket
basketful	abdicate	lubricate	musket	mosquito	overcoat
re-enact	actually	bucketful	bracket	poked	picket
packet	reciprocate	casket	coquet	ticket-off- ^{ice}	exactness
kicked	cooked	predict	docked	docket	viaduct
edict	addicted	talked	tact	tacked	stocked

tract	track	spectacle	spectacular	verdict	effective
effectually	defective	criticism	fictitious	suffocate	afflict
fluctuate	flocked	socket	sect	dissect	skate
Scotland	scout	skittish	discreet	discrete	knocked
vindictive	vindicate	syndicate	precinct	succinct	defunct
sanctum	sanctify	punctual	leaked	licked	blanket
dislocate	medicate	mulct	raked	erect	racket
react	architect	rocket	circuitous	recruit	eradicate
derelict	walked	decorate	critic	critically	desecrate
accurate	practical	practicable	peculate	gesticulate	chocolate

SUPPLEMENTARY EXERCISE 18.
(Page 123)

1. dot	dote	adroit	laurel	taught
tight	veto	pivot	velvet	revert
revolt	captivate	preservative	divert	oft
aft	thrift	aloft	outfit	fitful
afloat	foot-path	footstep	graft	forfeit
shift	theft	pamphlet	uplift	raft
frighten	frightful	fleet	flat	flute
2. bushed	abashed	upshot	pushed	propitiate
expatiate	excruciating	depreciate	cash	crushed
dashed	vitiate	finished	nourished	haute
substantiate	enunciate	satiate	balance-sheet	rushed
washed	sate	soot	epithet	pathetic
sympathetic	officiate	shorten	shortly	shorter

thoughtless	thoughtlessness	thoughtlessly	thoughtfulness	forethought
climate	tomato	mismate	animate	permeate
metaphysics	bat	smite	mute	mutable
affirmative	legitimate	illegitimate	amalgamate	problematic
sumptuous	systematically	systematize	mitigate	dogmatic
diplomatic	dogmatize	emblematic	manumit	pneumatic
4. bank-note	naught	nut	tonight	finite
fortnight	donate	procrastinate	fascinate	exuberant
accent	identical	talent	student	fanatic
fantastic	frontage	flint	fluent	defiant
definite	salient	silent	stagnant	covenant
lunatic	lenient	vaccinate	slant	rant
resonant	retentive	recently	pursuant	unwarrantable
walnut	giant	adjacent	fraudulent	abatinent
obstinate	arrant	unrelenting	personate	personating
unostentatious	unostentatiously	saint	sainthood	sententious
5. elate	palliate	affiliate	belittle	ballet
allot	assault	outlet	ballot-box	gas-light
absolutely	dissolute	pollute	exult	exalt
polite	politeness	politely	enlighten	salute
dilute	diluting	litigate	toilet	afloat
6. perforate	first-rate	exhilarate	irritable	parrot
puritanic	opportune	pertinacious	pertinacity	overrate

KEY TO BUSINESS SHORTHAND.

retinue	reticent	reticence	ratify	writing	upright
outright	artificial	artisan	artful	vertical	evert
subvert	pervert	outskirt	curtain	fortitude	theoretical
snart	smartness	ascertain	courteous	uncharitable	unwittingly
witticism	wittily	eye-witness	weighty	outwit	fluctuate

SUPPLEMENTARY EXERCISE 19. (Page 127)

1. abode	abide	obeyed	obedience	badly	bedside
bed-time	bedroom	broad-gauge	broadside	forbid	mobbed
embody	morbid	abroad	bread	bred	breadth
sea-board	labored	bled	cabled	doubled	enabled
labeled	rebuild	rebuilding	troubled	bridewell	stupidity
rapidity	repaid	spade	jeopardize	peopled	post-paid
explode	dry-goods	begged	dogged	lugged	rigged
jagged	brigade	renegade	safeguard	disregard	gradually
gladly	languid	kidnap	decadence	naked	screwed
accrued	sacred	crudity	credible	credulous	tickled
tackled	blockade	corrode	viewed	vowed	void
paved	pervade	waved	waived	loved	lived
unavoidable	vivid	vividly	unreserved	food	fed
1. maiden	midnight	medical	medicine	mad	mediate
mediator	meditate	remedial	medicinal	formidable	reformed
gummed	boomed	palmed	calmed	doomed	deemed
teemed	teamed	timed	timid	seemed	seamed
alarmed	roamed	resumed	rumored	roomed	warned

hemmed h	dismayed d	mood m	amidst a	tamed t	ashamed a
owned o	bandage b	disband d	bondage b	brand b	coined c
expand e	feigned f	ascend a	ascendency a	sandwich s	thousand t
landlord l	round r	ruined r	earned e	ironed i	renowned r
wind w	wined w	winding w	unwind u	wound w	unwounded u
3. ailed a	oiled o	gild g	guild g	coiled c	toiled t
field f	sealed s	ceiled c	sailed s	mailed m	mild m
nailed n	reeled r	mislead m	laudable l	overload o	appalled a
failed f	fold f	unfolding u	eldest e	unrivalled u	unruffled u
4. hardy h	rude r	rood r	aired a	dared d	deride d
attired a	towered t	forehead f	orchard o	redeem r	raid r
red r	read r	erred e	arrayed a	arduous a	ardent a
radiant r	ridiculous r	readily r	riddance r	radiance r	riding r
redundance r	redound r	ordain o	absurd a	absurdity a	blizzard b
pardon p	poured p	pored p	periodical p	parade p	geared g
garden g	gardener g	coward c	cordage c	feared f	fired f
cheered c	charred c	billiards b	vineyard v	yard-stick y	weed w
wedding w	widow w	wooden w	headache h	heading h	headway h
childhood c	persuade p	persuading p	unpersuaded u	dissuade d	dissuading d
5. bead b	beet b	beat b	abed a	abet a	bide b
bite b	bight b	brood b	brute b	bruit b	pad p
pat p	pod p	pot p	plead p	pleat p	plod p
plot p	plied p	plight p	spied s	spite s	goad g
goat g	greed g	greet g	cawed c	caught c	kid k

kit ↘	cud ↘	cut ↘	cod ↘	cot ↘	clod ↘
clot ↘	tide ↘	tied ↘	tight ↘	trod ↘	trot ↘
Fred ↘	fret ↘	shod ↘	shot ↘	seed ↘	cede ↘
seat ↘	sawed ↘	sought ↘	sod ↘	sot ↘	sued ↘
suit ↘	thread ↘	threat ↘	Swede ↘	sweet ↘	suite ↘

SUPPLEMENTARY EXERCISE 20.
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1. blend ↘	abandoned ↘	pendant ↘	pendulum ↘	append ↘
appendix ↘	appendage ↘	dependent ↘	depends ↘	despondent ↘
stipend ↘	stupendous ↘	expend ↘	resplendent ↘	tendency ↘
attending ↘	extending ↘	secondly ↘	secondary ↘	offend ↘
friendliness ↘	tremendous ↘	discerned ↘	boundary ↘	boundless ↘
kindred ↘	mindful ↘	unbounded ↘	superabundance ↘	propound ↘
groundless ↘	grounded ↘	aground ↘	background ↘	foreground ↘
astounding ↘	sounding ↘	soundness ↘	soundly ↘	respondent ↘
abscond ↘	absconded ↘	absconds ↘	reprimand ↘	reprimands ↘
reprimanded ↘	outstanding ↘	standard ↘	withstand ↘	restrained ↘
2. absorbent ↘	turbulent ↘	jubilant ↘	sapient ↘	suppliant ↘
repentant ↘	unrepentant ↘	repents ↘	serpent ↘	printing ↘
ill-spent ↘	well-spent ↘	plentiful ↘	plaintive ↘	spontaneous ↘
participant ↘	identify ↘	identity ↘	tential ↘	expedient ↘
miscreant ↘	suppliant ↘	obedient ↘	accidental ↘	evidently ↘
verdant ↘	provident ↘	diffident ↘	non-resident ↘	antecedents ↘
potent ↘	retentive ↘	protestant ↘	distant ↘	persistent ↘
omniscient ↘	fervent ↘	relevant ↘	patiently ↘	transient ↘

assailant	gallant	authentic	rental	parent
uncurrent	diligent	urgently	sergeant	enchant
countenance	accounting	accountable	discountenance	reluctantly
subsequently	frequently	surmount	tantamount	adamant
dormant	rudiment	reappoint	belligerent	romantic
3. abasement	debasement	escapement	reshipment	elopement
temperament	deportment	augment	segment	misgovernment
predicament	enactment	sediment	testament	enlistment
misstatement	detriment	maltratement	pavement	achievement
defacement	foment	fulfillment	punishment	nourishment
refreshment	easement	cement	memento	momentum
momentous	momentary	merriment	firmament	armament
abandonment	aggrandizement	adornment	tenement	atonement
attainment	refinement	renouncement	annulment	alignment
enlightenment	discernment	environment	ointment	sentiment
presentment	resentment	embezzlement	ailment	allotment
latent	enlargement	raiment	preferment	retirement
disbursement	reimbursement	embarrassment	re-enforcement	embellishment
torment	torments	tormented	enrollment	abridgement
disparagement	engagement	encouragement	discouragement	lodgment
regiment	regimental	detachment	detachments	enrichment

SUPPLEMENTARY EXERCISE 21.
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1. bitter	battery	rebuttal	debater	blotter	betterment
repeater	preternatural	patronize	patronage	separator	petrify

	putrid	patriot	patriotic	patriotism	pattern	spatter
2.	navigator	derogatory	glitter	regulator	bigotry	counterpart
	countersink	countermand	crater	decorator	creator	cater
	educator	cauterize	contradictory	victorious	factor	malefactor
	benefactor	manufactory	scatter	protector	reflector	rectory
	instructor	cutter	criterion	clatter	clutter	calculator
3.	mediator	daughter	editor	creditor	detrimental	laudatory
	traitor	straighter	testator	testatrix	agitator	tighter
	tutor	orator	laboratory	rotary	retrospect	retrieve
	retrench	reiterate	retroact	barter	porter	deserter
	importer	waiter	water-power	water-course	water-works	water-main
	water-proof	embroider	recorder	ardor	embroidered	disorder
	disorderly	rudder	rider	border	bordering	harder
4.	thereafter	swifter	fetter	fraternal	cultivator	shutter
	depositor	visitor	eastern	suitor	blister	pastor
	plaster	preposterous	catastrophe	caster	castor	cluster
	clustering	master	masterly	minister	ministerial	ministering
	ministry	ministers	ministered	monster	monstrous	monastery
5.	motor	ammeter	premature	prematurely	barometer	materialist
	materialize	materialism	matrimonial	maternal	metropolis	metropolitan
	prompter	promotor	gas-meter	diameter	tempter	smatter
	symmetry	symmetrical	tormenter	mortar	amateur	amateurish
	elementary	quarter	quarterly	quartering	quartered	quartermaster
6.	entertain-ment	enterprise	nutriment	nutritious	notoriety	entirely

printer	planter	splinter	grantor	eccentric	frontier
volunteer	lantern	winter	hunter	interpreter	interrogate
interrogated	interested	disinterested	literal	literary	literally
illiterate	illiteracy	flatter	slaughter	shelter	paltry
7. fodder	shudder	cedar	cider	murderous	moderator
underbid	underpinning	underground	undertaken	undertakes	undertaking
undertaker	undertone	underscore	misunderstand	undermine	suspender
provender	founder	foundry	engender	engendered	sunder
sundry	sundries	asunder	thunder	thundering	surrender
8. motherly	mother-in-law	motherless	smoother	leather	northern
northerly	southern	southerly	furthermore	misanthropy	misanthrop- ^{ical}

SUPPLEMENTARY EXERCISE 22.
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1. albumen	acumen	vermin	regimen	calumny	alimony
ceremony	omnibus	amenable	omnipotent	monopolize	monopolist
monogamy	monogram	demoniac	monomaniac	almanac	memonics
monied	mandatory	mundane	mendacity	promenade	lemonade
emanate	minutely	recriminate	dominate	disseminate	effeminate
eliminate	illuminate	fulminate	germinate	ruminate	laminated
solemnity	sermon	meaning	meaningless	means	menu
2. manifesto	manifestly	manifold	munificence	maneuver	meanwhile
solemnize	sermonize	menace	ominous	bituminous	ignominious
sanctinonious	luminous	aluminous	voluminous	reminiscent	reminiscence
necromancy	clemency	monthly	somnambulist	monument	monumental
aluminum	remnant	terminal	criminality	nominally	womanly

unwomanly	womanliness	seminary	monarch	monarchical	miniature
brakeman	penman	postman	countryman	milkman	freeman
brakemen	penmen	postmen	countrymen	milkmen	freemen
freshman	tradesman	seedsman	statesman	kinsman	townsman
freshmen	tradesmen	seedsmen	statesmen	kinmen	townsmen
seaman	madman	foreman	clergyman	journeyman	juryman
seamen	madmen	foremen	clergymen	journeymen	jurymen
3. lengthen	lengthened	uncertainty	whenever	whenever	whenever
whence	north-western	south-western	unquestionable	unquestioned	unquestioned
unquestioning	crossquestioned	questioner	obtainable	opinionated	opinionated
beginning	turns	returnable	returns	manufacturing	manufacturing
manufactured	recline	reclined	declined	unobtainable	unobtainable
4. medallion	battalion	millionaire	pavilion	vermillion	vermillion
valiant	reunion	fortunate	unfortunately	misfortune	misfortune
wording	rewarding	unrewarded	by-word	password	password
catchword	eastward	westward	northward	southward	southward
leeward	windward	watchword	forward	forwarding	forwarding

SUPPLEMENTARY EXERCISE 23.
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1. Dwight	dwindle	dwarf	boudoir	twined
twaddle	tweezers	twinkle	twinkling	twill
twilled	twilight	twirl	twirling	twitter
2. angelic	enjoyable	steam-engine	fire-engine	engineering
ungenerous	injudiciously	pungency	sponged	grange
tinged	strangely	estrangement	revengeful	singe

managed	mismanagement	lozenge	longevity	ranged
arranged	disarrangement	changeable	exchanged	exchangeable
3. quip	quicksand	quackery	quietude	quashed
quizzical	quartet	equable	equipment	equidistant
aqueduct	equinox	equanimity	aquatic	obloquy
ubiquity	obsequious	earthquake	colloquy	squaw
squat	equabble	squad	squeak	squash
squeeze	sequenza	squint	propinquity	vanquish
eloquence	loquacious	requital	unrequited	prerequisite
4. acquires	acquired	quarantine	quorum	querulous
squirm	requited	requirement	aquarium	quail
quell	equally	equilibrium	qualified	qualifiedly
equalize	unequally	tranquillity	tranquillize	squeal
squally	squalor	colloquial	disqualified	quarrels
quarreled	quarrelsome	quarrelsomeness	quarrelling	aquarrel
5. prefix	profitably	unprofitable	prophetic	prophecy
prophecy	proficiency	profane	profanity	profoundly
profligate	preferment	preferable	preference	preferential
fireproof	disprove	reprove	provokingly	provident
providential	depraved	deprived	depravity	privateer
proviso	privacy	previously	province	provincial
provincialism	prevalence	prevalent	proverbial	prevaricate

SUPPLEMENTARY EXERCISE 24.

(Page 147)

1. combative	combustible	compactly	compactness	competence
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compositor	composer	component	competing	compatible
comparison	compressa	compressing	compromise	comparative
compartment	compelled	complex	complexity	complicate
complicity	completeness	complains	compliance	compliment
complement	complimentary	complacent	complaisant	complacency
compulsory	committed	committal	commute	comfortable
comforting	comforter	commiserate	commissary	commemorate
comrade	commandant	commandment	comedy	commonly
commonwealth	commenced	commencing	commensurately	communicated
communist	communism	communistic	commentaries	commentator
commending	commendable	commended	unrecommended	commendatory
2. accomplished	accomplishment	accomplice	decomposed	discomposure
encumber	encumbered	unencumbered	encompassed	uncomfortable
uncompromising	unaccomplished	noncompliance	recommittal	recompense
accommodating	unaccommodating	uncommon	uncommonly	recommending
recommended	recommended	circumvent	circumventing	circumscribed
circumference	circumferential	circumstantial	circumspectly	circumnavigate
3. connubial	congregate	congratulate	concourse	concurrent
conquered	concurrence	concurrent	concordant	conical
conclusively	concluded	concluding	condole	controller
comptroller	conversing	conversant	convulse	convulsive
convalescent	confirmative	confirmatory	consciously	consciousness
conscientious	conscientiousness	connoisseur	concealment	console
consolatory	conspiracy	conspirator	conscript	consecrate

considerable	considerate	construe	constrain	constrained
constraint	conceivable	concisely	consistently	consistency
consumed	consumptive	consul	consolidate	conciliatory
conserve	concert	consort	congenial	congeal
conjugal	contested	conjecture	conjure	conquest
4. condemned	condense	condescend	condone	condign
conduce	conducive	contaminate	contemptible	contemporaneous
contiguous	contagion	continent	continuity	continually
contingent	contingency	contour	contumely	contumacy
contentment	contented	contended	convene	conveniently
confidential	confidentially	confederate	confederacy	confiscate
confiscating	confinement	conference	conferences	conceited
constituent	constituency	constituents	constabulary	constantly

SUPPLEMENTARY EXERCISE 25.
(Page 149)

1. disconcerted	disconsolate	disconnected	unconcerned	unconquerable
unconscionable	unconsciously	unconsciousness	laconically	irreconcilable
reconnoiter	reconsider	reconnaissance	economized	economist
contributory	contrived	contrivance	contravene	contraries
magnificence	magnificently	magniloquently	magniloquence	magnanimity
magnanimous	magnetism	magnetic	magnesium	magna charta
2. imbue	imbecile	impudently	impotent	impoverish
impinge	superimpose	imposed	impost	impassive
impassively	impenetrable	imponderable	impanel	impale
impulsive	impure	impair	impurity	imperishable

imperibus	impertinent	impeachment	impede	impediment
impetuous	impending	impound	impropriety	impregnable
imprudence	importune	importunity	impervious	impartiality
impressively	impressible	imperceptible	imprisonment	impersonate
impersonated	impersonal	impersonally	imperatively	importunate
imagine	imaginative	imaginary	improvise	reimbursement
3. immigrant	immovable	immemorial	immorality	immerse
immolate	immensely	imminent	immanent	immunity
immature	immaturely	immaturity	immoderately	immeasurable
4. inborn	inebriate	inbred	inappropriate	inappreciable
inoperative	ingot	inexact	inexhaustible	inexorable
ingratiate	ingress	ingredient	ingrate	ingratitude
inaugural	incandescent	incase	inexcusable	inextricable
inaccessible	inaccuracy	inaccurate	iniquitous	inactive
incorporated	incorrigible	incur	incurable	incredible
incalculable	including	inclemency	inaudible	indefatigable
indefensible	induce	indisposed	indiscreet	indiscriminate
indecent	indemnified	indemnity	indomitable	indent
indolent	indigenous	indulgently	indebtedness	independently
individuality	individually	intuitive	intestate	intemperate
intimacy	intimately	intimidate	intense	intensity
intellectual	intolerable	intelligible	interment	intrepid
interrogate	introduce	intrench	intrenchment	intrust
intrinsic	invariably	invaluable	invoke	invade

inveighed 	invalidate 	invite 	involve 	invisible 
inventor 	inventory 	inefficient 	infuse 	infest 
infect 	disinfect 	informal 	misinformed 	infamy 
infamous 	inoffensive 	infer 	infernal 	inferiority 
infirm 	inflexible 	injured 	inestimable 	insomuch 
inasmuch 	insubordinate 	incipient 	inspire 	inexperience 
insignificant 	coincide 	instead 	instantly 	instalment 

SUPPLEMENTARY EXERCISE 26.
(Page 151)

1. instance 	instinct 	insufficient 	incessant 	instanter 
insensible 	incentive 	incendiary 	insolent 	ineligible 
inquiry 	incumbent 	superincumbent 	inconsiderate 	inconsiderately 
inconsiderate-ness 	inconsiderable 	inconsiderably 	inconstant 	inconstancy 
2. advocacy 	advisement 	advisory 	advancement 	adventure 
advent 	adventitious 	adversely 	transpose 	transposing 
transposed 	transparent 	transcribe 	transcript 	transit 
transitory 	transform 	transforming 	transformed 	transom 
3. impatience 	emancipation 	misrepresentation 	adaptation 	reparation 
exasperation 	abrogation 	conflagration 	occasionally 	occasions 
abdication 	supplication 	revocation 	suffocation 	verification 
gratification 	unification 	mortification 	nullification 	ratification 
altercation 	consecration 	desecration 	recreation 	miscalculation 
4. repudiation 	dilapidation 	depredation 	degradation 	invalidation 
radiation 	reconsideration 	computation 	deputation 	imputation 
commutation 	interpretation 	refutation 	citation 	stationary 

stationery	attestation	detestation	visitation	devastation
manifestation	molestation	resuscitation	prostration	imitation
imitations	meditation	meditations	consultation	consultations
exultation	irritation	agitation	adulteration	perpetration
penetration	mutilation	ventilation	retaliation	discontinuation
5. evasion	abbreviation	starvation	reservation	federation
depreciation	renunciation	Christianization	authorization	reorganization
disorganization	colonization	polarization	solemnization	cessation
elicitations	felicitation	restoration	annexation	annexationist
relaxation	immoderation	acclamation	exclamation	consummation
intimation	transformation	confirmation	animation	ornamentation
temptation	temptations	limitation	limitations	admiration
6. designation	inclination	donation	donations	delineation
consternation	fascination	assassination	concentration	abomination
contamination	condemnation	denomination	denominational	illumination
termination	terminations	ruination	exoneration	remuneration
7. cancellation	isolation	insulation	translation	irrational
irrationally	exaggeration	perpetuation	evacuation	fluctuation
fluctuations	infatuation	attenuation	insinuation	tribulation
capitulation	manipulation	stimulation	adulation	persuasion
undulation	dissuasion	modulation	dissimulation	gesticulation

SUPPLEMENTARY EXERCISE 27.
(Page 153)

1. abolition	abolitionist	commissions	commissioned	commissioning
commissioner	practitioner	additions	unconditional	conditionally

sedition	perdition	tradition	rendition	tuition
intuition	intuitional	repetition	statistician	nutrition
2. vision	visionary	supervision	subdivision	revision
supposition	exposition	decomposition	indisposition	predisposition
transposition	physician	musician	incision	indecision
mission	missions	emission	dismissal	transmission
remission	missionary	missionaries	missionary's	manumission
intermission	coalition	volition	apparition	derision
3. distribution	retribution	cushion	collusion	conclusion
elocution	seclusion	evolution	involution	revolutionary
revolutionist	infusion	diffusion	suffusion	transfusion
allusion	delusion	dilution	dissolution	solution
diminution	substitution	corrosion	emotion	emotional
locomotion	notional	lotion	erosion	passionately
compassionate	impassioned	old-fashioned	unfashionable	depletion
repletion	artesian	lesion	lesions	cohesion
4. objectionable	unobjectionable	prescription	transcription	conception
inception	interception	perception	eruption	disruption
absorption	oppression	compression	depression	disproportion- ata
aggression	congressional	digression	actionable	inaction
reaction	reactionary	auctioneer	complexion	recollection
dissection	eviction	fiction	faction	infection
disinfection	putrefaction	confectionery	infraction	affliction
infliction	deflection	exaction	intersection	electioneer

erection	insurrection	resurrection	version	perversion
diversion	conversion	inversion	profession	professional
confession	session	concession	dispossession	self-possession
procession	accession	succession	secession	secessionist
presumption	resumption	assumption	consumption	pension
expansion	contention	pretension	detention	distention
retention	invention	intervention	contravention	prevention
diffusion	condescension	dimension	ammunition	admonition
premonition	compulsion	expulsion	convulsion	revulsion
aspersion	dispersion	desertion	aversion	coercion
abduction	deduction	dictionary	benediction	detection
distraction	subtraction	misconstruction	reconstruction	rejection
inability	impossibility	improbability	culpability	practicability
acceptability	stability	incomprehensibility	sociability	durability
debility	disability	excitability	nobility	sensibility
legibility	eligibility	applicability	feasibility	incompatibility
suretyship	guardianship	apprenticeship	statesmanship	workmanship
ownership	partnership	partisanship	scholarship	worship
authorship	trusteeship	generalship	judgeship	hardship

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

ALPHABETICAL LIST OF WORD AND PHRASE SIGNS.

| | | |
|-------------------------------------|-------------------------|--------------------------------|
| A | Alaska | Appointment |
| [Able | Alienation | Approximate |
| [Able to make | All | Approximation |
| [Able to say | Almighty | April |
| [Able to show | Almost | Appurtenances |
| [About | All one | Are |
| [Above | Already | Arkansas |
| [Above par | All the other | Arizona |
| [Absence | Altogether | Are there |
| [Abstract of title | Always | As |
| Y Accept | Am | As a matter of fact |
| ~ Accident | America | As follows |
| [Accomplish | A moderate amount | As much as |
| ~ Accordance | And so forth, etc., &c. | As soon as |
| ~ According | And so on | As per your request |
| ~ Acknowledge | And the other | Astnish |
| ~ Acknowledgment | Anguish | As well as |
| ~ Adequate | Annual meeting | At |
| ~ Administer | Annual report | At all events |
| ~ Administrator | Annual statement | At any time |
| ~ Admittance | Apy | At first |
| (Advantage | Any one | At last |
|) Affidavit | Any one else | At least |
|) After more mature con- sideration | Apparatus | At present |
| ~ Again | Appearance | At once |
| ~ Again and again | Appellate court | Attendance |
| ~ Against | Appliance | At that time |
| ~ Agriculture-al | Applicable | At the present time |
| ~ Agricultural imple- (ments | Applicant | Attorney |
| & Ahead | Application | (venience |
| ~ Alabama | Apprentice | At your earliest con- venience |
| | | At your early conven- ience |

| | | |
|-------------------------|----------------------|-----------------------------------|
| August | Board of directors | Certificate |
| Although | Board of management | Certify |
| Avenue, average | Board of trade | Charge |
| Automatic | Broader than | Charity |
| B | Broken | Cheaper than |
| Balance | Brother | Child |
| Bank | Brother and sister | Children |
| Bankrupt | Build | Church |
| Barrel | Builder | Circumstance |
| Beauty | Building | Circuit court |
| Be, been | Buildings | Classification |
| Became | Built | Colorado |
| Become | Business | Collect |
| Because | Bushel | Come |
| Began | But | Common law |
| Begin | By and by | Commissioner of Pub-
lic Works |
| Begin again | By the by | Consequence |
| Begins | By the other | Consecutive |
| Begun | By the way | Conspicuous |
| Before, belief, believe | C | Continue |
| Below per | California | Contributory negli-
gence |
| Beneficial | Call, coal, kill | Convenience |
| Benefit | Called, cold, killed | Convenient |
| Benevolent | Came | Conversation |
| Better than | Can | Copy |
| Between | Can not | Corn |
| Beyond | Capital, capitol | Correct |
| Bill | Captain | Country |
| Bill of exchange | Car, care, cure | County |
| Bill of lading | Carload | Court |
| Bill of sale | Carry | Court of equity |
| Blank | Case | Court of record |
| Body | Cause | Could not |
| Boiler | Certain | Coupon |

| | | |
|--------------------|---|------------------|
| ~ Credit | — Do | } Evening |
| ↘ Cross examine | — Does | } Ever |
| ↘ Currency | ↘ Document | } Every |
| ↘ Curve | ↘ Domestic | } Every one |
| C | ↘ Don't know | } Every one else |
| ↘ Day by day | ↘ Do the other | ↘ Examination |
| ↘ Day of the month | ↘ Do you mean to say | ↘ Examine |
| ↘ Day of the week | ↘ Duplicate | ↘ Example |
| ↘ Day or two | ↘ Duly received | ↘ Exact |
| — Days | ↘ Dwell | ↘ Executive |
| — Dear | E | ↘ Exorbitant |
| ↘ December | — Each | ↘ Expect |
| ↘ Decline | ↘ Each one | ↘ Expenditure |
| ↘ Declined | ↘ Earlier than | ↘ Expense |
| ↘ Defendant | ↘ Earliest moment | ↘ Experience |
| ↘ Defense | ↘ Earliest possible mo- ^(ment) | ↘ Experienced |
| ↘ Deficient | ↘ Early attention | ↘ Explain |
| ↘ Delaware | } East bound | ↘ Explanation |
| ↘ Delinquent | ↘ Economy | ↘ Exquisite |
| ↘ Deliverance | ↘ Either | ↘ Extravagance |
| ↘ Demonstrate | ↘ Either one | ↘ Extravagant |
| ↘ Demonstration | } Efficient | ↘ Extraordinary |
| ↘ Department | ↘ Electric-ity | F |
| ↘ Deponent | ↘ Elsewhere | ↘ Faculty |
| ↘ Description | ↘ Employ | ↘ Failure |
| ↘ Designate | ↘ Enclosed find | ↘ Fall |
| ↘ Different | ↘ Enclose-d herewith | ↘ Falsehood |
| ↘ Difference | ↘ Enclosed please find | ↘ Faster than |
| ↘ Difficult | ↘ English | } Favor |
| ↘ Dignity | } Enough | } February |
| ↘ Distinct | ↘ Equivocal | ↘ Figure |
| ↘ Distinguish | ↘ Equivalent | ↘ Fill |
| ↘ Distinguished | ↘ Equity | ↘ Fill one |
| ↘ Distribute | ↘ Establish | ↘ Finish |
| ↘ Disturb | ↘ Eternity | ↘ First |

| | | |
|-------------------------|-------------------------|---------------------------------|
| 2 First class | } Further consideration | / House and lot |
| 2 First-class condition | } Further than | / Household furniture |
| 1 First mortgage | G | / Household goods |
| 2 First National Bank | < Gallon | / House of Representa-
tives |
| 1 First one | < Garnishee | / How |
| 2 First rate | < Gave | / Hundred |
| 2 Florida | — General | I |
| 1 For | < Generation | opinion |
| 1 For a few days | / Gentlemen of the jury | / I am inclined to the |
| 1 For a long time | — Georgia | / I am inclined to think |
| 1 For a moment | > Give | / I beg to acknowledge |
| 1 For a number of years | < Glory | / Idea |
| 1 For one | — Go | / Idaho |
| 1 Forever | < Gold | / If |
| 1 For instance | > Govern | / If it |
| 1 For it | < Government | / If it is convenient |
| 1 Form | > Greatness | / If the other |
| 2 Forth, fourth | < Guarantee | / Ignorance |
| 1 For the most part | < Guaranty | / Ignorant |
| 1 For the purpose of | < Guilt | / I have |
| 1 For the other | < Guilty | / I herewith enclose |
| 2 For the sake of | H | / I enclose herewith |
| 1 Four or five days | o Has | / Illinois |
| 2 Frequent | v Have | / Illustrate |
| 2 Friday | v Have one | / Immediate |
| 1 From | < Have the other | / Immediate attention |
| 2 From city to city | ^ He | / Immediately |
| 2 From day to day | < Head | / Immortal |
| 1 From first to last | < Hereto | / Impertinence |
| 1 From house to house | < Hear their | / Importance |
| 1 From one | < He will | / Important |
| 1 From place to place | v High | / Importation |
| 1 From time to time | < Higher than | / In |
| 1 Full | — His | / In accordance with |
| 1 Furnish | < Hon. honorable | / In connection with |
| | | / Inclusive |

| | | |
|--|--|-------------------|
| — Indebted | 2 In the nature of the ^{case} | — Killed |
| — Indiana | 2 In the next place | L |
| 7 Indian Territory | — In the other | 7 Labor |
| 7 Independent | 2 In the second place | — Language |
| — Indignant | 2 In the third place | 7 Large |
| 7 Indispensable | — In this instance | — Last month |
| 7 Individual | 2 Intoxicate | — Last week |
| — Indulgence | 2 Intoxication | 7 Learn |
| 7 Inflation | 2 Investigate | — Legality |
| 2 Influence | 2 Investigation | — Legislature |
| 7 Influential | 7 Inward | — Length |
| 7 In his opinion | 2 Iowa | 7 Let us, let's |
| — Iniquity | — Iron | 7 Liberty |
| — In most cases | — Is | — Liquid |
| 2 In no | 2 Is it | 2 Liquidation |
| 2 In one | 2 Issue | — Locality |
| — In order to | — It | — Long |
| 7 In proportion to | — Its | — Longer |
| — In regard to | — It seemed to me | — Longer than |
| — In reference to | — It will | — Louisiana |
| 7 In relation to this ^{subject} | — It will cost | — Lower than |
| 7 In reply to | J | M |
| 7 In respect to | — January | — Machine |
| 7 Inspect | — July | — Magazine |
| 7 Inspection | — June | — Make |
| — Inscription | — Just as long as | — Maine |
| 2 Insolvency | — Just as soon as | 7 Man |
| 2 Insurance company | — Just as well as | 2 Manufacture |
| — Integrity | — Justice of the peace | — many |
| — Intelligence | — Just so | — March |
| — Intermediate | — Justification | — Market |
| 7 In the first place | K | — Maryland |
| 7 In the last place | — Kansas | — Massachusetts |
| 7 In the name of | — Kentucky | — May |
| | — Kill | — May (the month) |

| | | |
|---------------------|-----------------|--|
| Mean | Never | Ohio |
| Mechanic | Nevertheless | Oklahoma |
| Member of the board | New Hampshire | On |
| Memorandum | New Jersey | Once, ones |
| Men | New Mexico | Once in awhile |
| Mercantile | New York | One |
| Merchandise | Next day | One by one |
| Meritorious | Next month | One of the best |
| Michigan | Next time | One of the conditions |
| Minnesota | Next week | One or two |
| Mississippi | Next year | Only one |
| Mississippi river | No attention | On one |
| Missouri | No one | On receipt of |
| Missouri river | No one else | On request |
| Mighty | Nor | On the basis of |
| Monopoly | North Carolina | On the other |
| Montana | North Dakota | On the subject |
| More and more | Northeast | On this occasion |
| More important | Not one | Opinion |
| More or less | Notwithstanding | Opponent |
| More than | November | Opportunity |
| More than one | Now | Or |
| Morning | Number | Order one |
| Mortgage | O | Ordinance |
| Most important | Object | Ordinary |
| Mr. | Obtain | Ordinary ^{business} course of |
| Much | Occupation | Organ |
| N | Occupy | Organization |
| Name and address | October | Organize |
| Nature | Of | Oregon |
| Near | Offer one | Original |
| Nebraska | Official | Other |
| Neglect | Officious | Our |
| Negotiable paper | Of it | Out |
| Nevada | Of one | Out and out |

| | | |
|--------------------------|----------------------------|---------------------------|
| Out of the city | Place of business | Quarter section |
| Ourselves | Plaintiff | Questions |
| Over | Plans and specifications | Question |
| Over and above | Please except | Questions |
| Over and over | Please acknowledge receipt | Quicker than |
| Over and over again | Please adjust this claim | R |
| Over one | Pleasure | Rather |
| Overcharge | Plenty | Rather than |
| Overwhelm | Politics | Real estate |
| Own | Political | Recapitulation |
| Owner's risk | Population | Reckon |
| P | Popular | Recognition |
| Paid in full | Fork | Recognize, recognize |
| Partial, partiality | Postoffice | Refer |
| Part | Power | Reference |
| Part and parcel | Power of attorney | Referred |
| Particular | Practice | Register of Deeds |
| Party | Preliminary | Regular |
| Party of the first part | Preliminary examination | Relinquish |
| Party of the second part | Preponderance | Remark |
| Party of the third part | Principle, principal | Remit |
| Par value | Probable, problem | Remember |
| Passenger Agent | Prohibitory | Remittance |
| Passenger car | Promissory note | Remonstrate |
| Peculiar | Prompt attention | Reply |
| Penitentiary | Proper | Represent |
| Pennsylvania | Proportion | Repugnant |
| Per | Proprietor | Request |
| Perfect | Proximo | Resemble |
| Perfection | Public, publish | Respect |
| Perform | Pulled | Responsible |
| Per hundred pounds | Purchase | Return |
| Personal attention | Purchase price | Returned |
| Personal property | Pure | Rev. |
| Piece of land | Purpose | Rhode Island, Rock Island |

| | | |
|---------------------------|----------------------|-----------------------|
| Rule | Society | Supreme Court |
| Rules and regulations | Solvency | Superior Court |
| S | Some one | Sure |
| Safe | Some one else | Suspect |
| Satisfaction | Somewhat | T |
| Satisfy | Sooner or later | Take |
| Saturday | Sooner than | Take care |
| Save, Savior | South Carolina | Taken |
| School Board | South Dakota | Take the other |
| Scrutiny | Southeast | Tariff |
| Second class | Speak, special | Taxation |
| Secretary | Specifications | Tell |
| Secretary of Agriculture | Spectator | Telegram, telegraph |
| Secretary of the Interior | Splendor | Temperance |
| Secretary of the Navy | Spoken | Temporary |
| Secretary of State | State law | Testify |
| Secretary of the Treasury | Statute law | Testimony |
| Secretary of War | Statement of account | Texas |
| Secure | State whether or not | Than |
| Seen | Stocks and bonds | Thank |
| September | Stock company | That |
| Shall | Stock yards | That is to say |
| Share | Step by step | That one |
| She | Stipulate | The |
| Shorter than | Strength | Them |
| Shrinkage | Subject | Themselves |
| Side by side | Subsequent | There, their |
| Sign | Substantiate | Therefor, therefore |
| Significance | Such | There is hardly |
| Signify | Sufficient | There is an objection |
| Silver | Suggest | There is no objection |
| Simplification | Suggestion | There is one |
| Since | Suggestions | The other one |
| Situation | Sunday | These |
| Slower than | Superintendent | They |

| | | |
|------------------------------------|---------------------------|---------------------|
| The other way | U | When |
| Thing, think | Unanimous | Where do you reside |
| This one | Uniform | Where one |
| This one thing | United States | Whether |
| This, that or the ^{other} | United States of Amer-ica | Whether or not |
| This week | Universe | Which |
| Though | Unreasonable | Which one |
| Though the other | Up | While |
| Three, or four | Useful | While one |
| Through | Usual | Who |
| Through and through | Utah | Why |
| Through one ^{divisions} | V | Will |
| Through rates and | Vagabond | Will cost |
| Thursday | Valuation | Will the other |
| Till | Value | Will you please |
| Time of the year | Vegetable | Wired |
| Title to the property | Very | Wisconsin |
| To, too, two | Very often | (Wish |
| To a certain extent | Vice President | With |
| Together | Virginia | With one |
| To law | Virtue | With reference to |
| Told | Volume | Witness |
| Told one | Vulgar | Word |
| To leave | W | World |
| To live | Ward | Wyoming |
| Tomorrow | Warrantee | Y |
| To receive | Warranty | Ye |
| To refer | Washington | Year |
| To some extent | Wa | Year or two ago |
| Toward | We will | Yesterday |
| Toward one | Weather, wither | You |
| To whom | Wednesday | Young |
| Town | West bound | Young man |
| To wit | Western | Young men |
| Tributary | West Virginia | Your |
| Triplicate | Whatever | Your letter |
| Tuesday | What is your occupa- tion | Yourselves |
| Turn | What is your opinion | Yours truly |
| Two or three | What one | You will |

ADDITIONAL PRINCIPLES OF CONTRACTION
and illustrative words from
"THE AMANDENSIS."

A shaded m may be used for mp in the following words:

| | | | | | |
|---------------|----------------|----------------|------------------|--------------------|------------------|
| 1. <u>imp</u> | <u>umpire</u> | <u>empire</u> | <u>empirical</u> | <u>emporium</u> | <u>bump</u> |
| <u>bumper</u> | <u>pump</u> | <u>poap</u> | <u>poapous</u> | <u>pompously</u> | <u>pomposity</u> |
| <u>plump</u> | <u>camp</u> | <u>decamp</u> | <u>encamp</u> | <u>encampment</u> | <u>cramp</u> |
| <u>crimp</u> | <u>scrimp</u> | <u>eklap</u> | <u>scamp</u> | <u>clap</u> | <u>clump</u> |
| <u>damp</u> | <u>dump</u> | <u>dumpish</u> | <u>tamp</u> | <u>trap</u> | <u>trump</u> |
| <u>stump</u> | <u>stamp</u> | <u>enstamp</u> | <u>tempest</u> | <u>tempestuous</u> | <u>vamp</u> |
| <u>revamp</u> | <u>vampire</u> | <u>thump</u> | <u>mumps</u> | <u>limp</u> | <u>limpid</u> |
| <u>leap</u> | <u>lump</u> | <u>lumpy</u> | <u>slump</u> | <u>rump</u> | <u>rumpus</u> |
| <u>romp</u> | <u>rampant</u> | <u>rampage</u> | <u>swamp</u> | <u>swampy</u> | <u>hemp</u> |
| <u>huap</u> | <u>jump</u> | <u>champ</u> | <u>champion</u> | <u>chump</u> | <u>shrimp</u> |

The letter nk with a small initial hook may be used for nr and ng, as shown in the following words:

| | | | | | |
|---------------------|------------------|---------------------|--------------------|-------------------|---------------------|
| 2. <u>anchor</u> | <u>anchorage</u> | <u>anchorite</u> | <u>banker</u> | <u>blinker</u> | <u>spanker</u> |
| <u>canker</u> | <u>clinker</u> | <u>drinker</u> | <u>tinker</u> | <u>sinker</u> | <u>sheet-anchor</u> |
| <u>cantankerous</u> | <u>thinker</u> | <u>free-thinker</u> | <u>rancor</u> | <u>hanker</u> | <u>handkerchief</u> |
| <u>anger</u> | <u>angry</u> | <u>kangaroo</u> | <u>clangor</u> | <u>finger</u> | <u>languor</u> |
| <u>linger</u> | <u>younger</u> | <u>hunger</u> | <u>news monger</u> | <u>fishmonger</u> | <u>coastmonger</u> |

The letter nk with a large initial hook may be used for nk and ng, as shown in the following words:

| | | | | | |
|-----------------|--------------------|----------------|-------------------|------------------|--------------------|
| 3. <u>ankle</u> | <u>uncle</u> | <u>inkling</u> | <u>sprinkle</u> | <u>crinkle</u> | <u>tinkle</u> |
| <u>tinkling</u> | <u>rankle</u> | <u>wrinkle</u> | <u>wrinkled</u> | <u>twinkle</u> | <u>periwinkle</u> |
| <u>angle</u> | <u>engling</u> | <u>angled</u> | <u>angle-iron</u> | <u>rectangle</u> | <u>right-angle</u> |
| <u>angler</u> | <u>Anglo-Saxon</u> | <u>English</u> | <u>England</u> | <u>bungle</u> | <u>spangle</u> |

| | | | | | |
|------------|---------|----------|-----------|----------|----------|
| dangle | tangle | entangle | tingle | strangle | triangle |
| newfangled | shingle | single | surcingle | singly | single |
| mangle | mangled | wrangle | jangle | jingle | jungle |

The letter l may be used for ology in the following words:

| | | | | |
|---------------|-------------|--------------|--------------|-----------------|
| 4. biology | apology | apologetic | anthropology | anthropological |
| apologize | necrology | necrological | psychology | psychologist |
| psychological | doxology | archaeology | dendrology | tautology |
| tautological | photology | ontology | astrology | astrological |
| osteology | sociology | sociological | zoology | physiology |
| physiological | phraseology | nosology | theology | theological |
| theologian | pathology | pathologist | pathological | mythology |
| mythological | ornithology | ichthyology | meteorology | meteorological |
| meteorologist | pomology | cosmology | climatology | dermatology |
| pneumatology | etymology | entomology | phrenology | chronology |
| craniology | technology | demonology | mineralogy | mineralogist |
| mineralogical | genealogy | genealogical | philology | philological |
| philologist | horology | geology | geologist | geological |

The letters g or ph may be used for graphy in the following words:

| | | | | |
|--------------|--------------|---------------|--------------|---------------|
| 5. biography | biographical | autobiography | topography | topographical |
| photography | photographic | phonography | phonographic | stenography |
| stenographic | stenographer | neography | chirography | chirographic |
| lithography | lithographic | lithographer | orthography | lexicography |
| geography | geographical | telegraphy | telegraphic | telegraphy |

The letter ~~may~~ be omitted from the following words:

| | | | | | |
|------------|---------------|--------------|-------------|-------------|--------------|
| 6. abduct | product | conduct | misconduct | conductor | nonconductor |
| contradict | contradictory | validictory | deduct | direct | directly |
| indirect | director | inductive | addicted | interdict | attract |
| attractive | attractively | abstract | subtract | protract | retract |
| contact | contract | contractor | contractile | detract | intractible |
| protect | protective | protector | detect | detective | extract |
| obstruct | construct | constructing | constructed | reconstruct | instruct |
| instructor | instructive | inject | object | objectly | project |
| projected | projector | projectile | dejected | eject | sjectant |

Write ~~for~~ the termination fulness in the following words:

| | | | | |
|-------------------|----------------|----------------|---------------|--------------|
| 7. hopefulfulness | helpfulness | forgetfulness | gratefulness | carefulness |
| spitefulness | wakefulness | needfulness | doubtfulness | dutifulness |
| deceitfulness | delightfulness | pitifulness | bountifulness | wastefulness |
| fruitfulness | frightfulness | fretfulness | bashfulness | peacefulness |
| gracefulness | blissfulness | usefulness | thankfulness | slothfulness |
| faithfulness | healthfulness | thoughtfulness | manfulness | mindfulness |
| painfulness | sinfulness | willfulness | powerfulness | artfulness |
| hatefulness | joyfulness | watchfulness | cheerfulness | hurtfulness |

Write ~~for~~ the termination lessness in the following words:

| | | | | |
|---------------------|---------------|---------------|----------------|-----------------|
| 8. hopelesslessness | helplessness | sleeplessness | guiltlessness | recklessness |
| carelessness | boundlessness | needlessness | groundlessness | thoughtlessness |
| thanklessness | worthlessness | blamelessness | shamelessness | painlessness |
| sinlessness | endlessness | dauntlessness | listlessness | fearlessness |
| powerlessness | artlessness | uselessness | heedlessness | cheerlessness |

A SHORT LIST OF FREQUENT FOREIGN PHRASES.

| | |
|---------------------|--------------------|
| ad infinitum | de jure |
| ad interim | de novo |
| ad libitum | de profundis |
| ad valorem | Dei gratiâ |
| affaire d'honneur | Deo gratias |
| alma mater | dernier ressort |
| alter ego | double entendre |
| au contraire | dramatis personae |
| au fait | e pluribus unum |
| au revoir | eau de vie |
| avant courier | en avant |
| à la mode | en déshabillé |
| à l'Anglais | en famille |
| à la Française | en masse |
| amende honorable | en passant |
| anno Domini | en rapport |
| beau monde | en règle |
| bona fide | en route |
| bon jour | en suite |
| bon ton | entre nous |
| bon vivant | esprit de corps |
| carte blanche | esto perpetua |
| chargé d'affaires | et cetera (etc) |
| chef d'oeuvre | ex cathedra |
| châteaux en Espagne | ex officio |
| ci devant | ex parte |
| comme il faut | ex post facto |
| coup d'état | ex uno disce omnes |
| coup d'oeil | exemplia gratia |
| coup de main | et id genus omne |
| cui bono | facile princeps |
| cum grano salis | fait accompli |
| casus belli | felo de se |
| de facto | femme de chambre |

| | |
|---|---|
|  fiat justitia |  mardi gras |
|  fidus Achates |  mauvais gout |
|  flagrante bello |  mauvaise honte |
|  flagrante delicto |  memento mori |
|  fulmen brutum |  mens sana in corpore sano |
|  gens d'armes |  meum et tuum |
|  gloria in excelsis |  modus operandi |
|  hic jacet |  mirabile dictu |
|  hinc illae lacrymae |  multum in parvo |
|  hora de combat |  ne plus ultra |
|  in extenso |  non con |
|  in extremis |  nil desperandum |
|  in medias res |  polens volens |
|  in propria persona |  noli me tangere |
|  in puris naturalibus |  nom de plume |
|  in situ |  nom de guerre |
|  in statu quo |  non compos mentis |
|  in toto |  non sequitur |
|  in transitu |  nota bene |
|  inter alia |  nous verrons |
|  inter nos |  notre dame |
|  inter arma silent leges |  non est inventus |
|  ipse dixit |  obiter dictum |
|  in memoriam |  olla podrida |
|  ipsissima verba |  on dit |
|  in vino veritas |  onus probandi |
|  laisser faire |  ora pro nobis |
|  lapsus linguae |  ora rotundo |
|  lares et penates |  O tempora, O mores |
|  lex non scripta |  otium cum dignitate |
|  lex talionis |  papier mâché |
|  locum tenens |  par excellence |
|  lusus naturae |  par exemple |
|  mal apropos |  pari passu |
|  mal entendre |  paroles d'honneur |

| | | | |
|---|----------------------|---|-----------------------------------|
|  | particeps criminis |  | sic semper tyrannis |
|  | passe partout |  | sic transit gloria mundi |
|  | pater familiae |  | sine qua non |
|  | pater noster |  | soli disant |
|  | pater patriae |  | stabat mater |
|  | pax vobiscum |  | status quo |
|  | per capita |  | sub rosa |
|  | per contra |  | suaviter in modo fortiter (in re) |
|  | petit maître |  | suggestio falsi |
|  | point d'appui |  | sui generis |
|  | porte crayon |  | summum bonum |
|  | porte monnaie |  | suppressio veri |
|  | post mortem |  | scire facias |
|  | poste restante |  | similia similibus curantur |
|  | pot pourri |  | table d'hôte |
|  | pour prendre conge |  | te Deum laudamus |
|  | pour boire |  | tempora mutantur |
|  | pour suivant |  | terra firma |
|  | prima donna |  | terra incognita |
|  | prima facie |  | tic douloureux |
|  | pro bono publico |  | tout au contraire |
|  | pro tanto |  | tout de suite |
|  | quantum sufficit |  | tout ensemble |
|  | qui vive |  | usque ad nauseum |
|  | quid pro quo |  | vade secum |
|  | raison d'être |  | verbatim et literatim |
|  | rara avis |  | verbum sat sapienti |
|  | reductio ad absurdum |  | vi et armis |
|  | requiescat in pace |  | vice versa |
|  | res gestae |  | vinculum matrimonii |
|  | rus in urbe |  | vis a vis |
|  | ruse de guerre |  | viva voce |
|  | sanctum sanctorum |  | vox populi vox Dei |
|  | sang froid |  | vincit omnia veritas |
|  | sans souci |  | vis inertiae |

SUGGESTIONS TO TEACHERS.

To make your services to a shorthand pupil of the most value, your time should not be squandered in the wasteful and vexatious drudgery of correcting the blunders of careless and slovenly students. Mistakes should not be made; they are unsalable, wasteful, damaging and inexcusable. The student's time should be concentrated upon correct, constructive work, such as this series of text-books and helps abundantly furnish; your time can be most advantageously employed in directing and supervising this correct work. It is to bring about this economic, educational condition that this series of time- and labor-saving text-books and helps have been devised and published and are offered you and your pupils.

Require your students to master the lessons, prepare and correct their exercises for your examination and revision, as explained in *Suggestions to Students*, below. In this way the student does the necessary work, as he should and must, to bring him to a proper degree of efficiency; you become the superintendent to see that the work is fully and properly done, dictate the lessons, exercises, Graded Business Letters and other matter, as may be required, adapt the work to the varying capacities, answer the questions necessary to make the subject clear to all, examine and criticise the work of the students and suggest the improvements necessary to insure satisfactory progress and product. By this course your effective teaching capacity is practically unlimited, as you will be able to superintend the work of large as well as small classes without being overwhelmed by needless work. Require your students to use the KEY in a way helpful to you and to them and it will be a benefit to both; even the lazy and indifferent will get more out of the study by using the KEY in the way directed than without it; but all should understand that the work necessary to acquire the art must be done by the student himself, the teacher keeps him in the right road and constantly traveling toward the success desired.

SUGGESTIONS TO STUDENTS.

Shorthand, to be available for business purposes, must not only be understood theoretically, but mastered practically until a sufficient degree of proficiency (mental and manual dexterity) is reached to make its use commercially valuable and salable. While in BUSINESS SHORTHAND and this KEY are

presented in the most direct, time- and labor-saving way the simplest, easiest learned, swiftest written and certainly read system of writing known, still you must give close, undivided attention and much practise (writing of the letters, words, phrases, sentences, etc.) to reach desired results.

First, you must so thoroly master the alfabet that you will know absolutely and unhesitatingly what sound each letter represents and what letter represents each sound and can speak and write them readily; then, by the simple process of putting two letters (and sounds) together in the simplest manner, you will find that you can read and write the first lesson. Write (and pronounce) each word there given, many times, giving attention to its form and understanding *why* it is so made until the forms and joinings are mastered and your pen will trace the characters easily, unhesitatingly and smoothly.

The lessons and exercises are not difficult to master. Each illustrates one or more principles of writing or abbreviation in the words given, all ready for your assimilation by study and persistent practise. The time required will depend upon your concentration of mind upon the principle involved, its application in the words and your industry in writing them, thus bringing your mind and hand to work in unison. Do not allow your attention to be diverted from its object nor your hand to flag until the lesson is mastered. Every mental diversion, or doubt entertained, is so much waste of time, breaks the connection between mind and hand and retards the necessary manual training; they should not be allowed, but while at it give your whole attention and energies to the work in hand.

When the word lesson is mastered, by paying some attention to the manner in which words are joined together in the phrases, you will have little difficulty in reading the *Writing and Reading Exercises*. They, in turn, should be practised upon until your pen will run thru the word and frase forms with ease and certainty. In like manner go thru and master all the lessons in the text-book, referring to the key only to verify your reading of the words and exercises, not to take the place of the study and work necessary to their mastery.

When thru the lessons the first time in this way, you will have a general survey of the ground, having gone over all the principles of writing and abbreviation and practised on their application in about 5000 of our commonest words. You are

now ready to show how well you understand these principles and can apply them by writing out the *Supplementary Exercises*.

To prepare a Supplementary Exercise, write the words on a machine or in longhand, as explained on page 55 of BUSINESS SHORTHAND, review by study and practise from the textbook, the lesson to which the exercise is supplementary, so that you will understand the principles of writing or abbreviation involved therein. then, from your understanding of those principles, interline the shorthand words neatly and accurately with pen and ink, keeping in mind shape, shading, length and direction of the letters, joinings, etc., compare with the key given in this book, correct and if necessary, rewrite and correct until you are sure there are no mistakes in the exercise before handing it to your teacher for examination and such criticisms or corrections as may be needed.

This is your part of the work; no one can do it for you. Do not ask any one how the words should be written; rely upon your own knowledge and judgment in this matter. The art is to become a personal possession, you can not buy it, no one can give it to you, you must acquire it by your own study and work; see that you do this study and work thoroly, faithfully, conscientiously. Do not begrudge the time and work you put on a lesson; do not slight a particle of the work necessary to the thoro acquisition of the art, you are cheating only yourself by so doing, you should be honest with yourself. Do not think that going over a lesson once, twice or a dozen times is sufficient; it must be diligently practised upon until your fingers will glide thru the accurately made word and frase forms easily and swiftly without reference to the book, or conscious mental effort—that is, the transference of the correct forms from the text to your mind and fingers must be complete.

The amount of practise necessary for this varies with different persons, depending upon concentration of mind and industry. With most persons, by reason of "scatteration" of mental effort and laxity in practise, a much larger amount of this work is necessary than would otherwise be the case; so it is safe to say to every student that no matter how often you have written a lesson or exercise, or how well you think you can write it, do not neglect an opportunity to write it again and again from dictation. You can not write the lessons and exercises too many times and you should write them with zest and enthusiasm, as tho it is a rare and coveted treat to do it.

Remember that speed in writing comes only from a thorough mastery of the words and phrases used, so that they can be written without hesitation, as explained above. The *Lessons* and *Supplementary Exercises* furnish the material for this practise in the best possible form, for the reason that the words are arranged under and illustrate principles of writing and abbreviation, and the repetition of those principles in the words fixes both principle and form of the word in mind. This is the reason why practise upon lessons and exercises is so often and strongly urged as being the easiest and quickest road to the successful mastery of the art. The writing of the *Graded Business Letters* and other miscellaneous matter, while more interesting, takes the writer over the whole system in a hop, skip and jump way, involving the principles in too rapid succession to aid much in fixing them in mind. Under such conditions the writing will necessarily be very slow to enable the writer to recall the principles, or incorrect from a too hurried and imperfect recollection, thus making the experiment more damaging and discouraging than beneficial. With the principles and the word- and phrase-forms well fixed in mind by the rapid and accurate practise of the lessons and exercises from dictation, the transition to miscellaneous matter will be easily and quickly accomplished. It is all well to test your capabilities from time to time, with a short letter in simple language, note the sticking places and give the refractory words and phrases the extra drill that will overcome the difficulty.

There are given in this course all the principles of writing and abbreviation which enable the user to write all the words and phrases in the language. There is also given a large vocabulary showing the practical application of these principles in over 10,000 of our commonest words and phrases. Many of these words are primitives. The formation of derivative words and common phrases is so fully illustrated that the observant pupil will have no difficulty in increasing the list almost indefinitely of this class of words and phrases in practical use. Most of these words and phrases will be found useful in all kinds of writing and sufficient for most work. They also form the foundation upon which the specialty writer must build. Those desiring to become expert in any particular line of work will need to add to this list the special or technical words and phrases of that specialty and by the same persistent daily practise master them and keep them on their fingers'

ends, ready for instant use, the same as does the accomplished musician his notes, or the expert in any other line of work his specialty.

In the *Writing und Reading Exercises* are given the shorthand forms for hundreds of the common terms and expressions constantly occurring in business letters and papers, not only to familiarize you with these terms as they are spoken and used, but also to prepare you to understand, write and use them intelligently when they occur in your work. In all these important particulars, it is believed that the course in BUSINESS SHORTHAND and this KEY, both in amount of practical matter for instruction and drill and mode of presentation to insure easy, quick and successful assimilation and the efficient preparation of ready-to-work writers, excels any and all others yet offered; but in order to perform its full mission it must be as faithfully and painstakingly mastered as it has been elaborated, arranged and furnished.

Those who from choice or necessity wish to pursue the study of shorthand at home or without a teacher, will find system and method presented in BUSINESS SHORTHAND and this KEY the most practicable and satisfactory. The plan to be followed in its acquisition should be substantially the same as outlined above and in the text-book. To provide for the necessary dictation practise the lone student will need to engage some one to read or dictate the lessons and exercises to him; but by far the better plan is to interest one or more to study and practise with him, then dictation can be exchanged between members of the class and all get the needed practise. The slow reading or dictation of the lessons and exercises to a lone student is so monotonous and irksome that every friend who is levied on or coaxed to do it is likely to become estranged, while interested classmates who are to be served in like manner will do the dictating much more effectively and with more cheerfulness and regularity.

It is also beneficial, tending to greater accuracy and facility in the use of the art, for members of a class to write letters to each other, to members of another class or to their teacher for criticism and correction. This practise may be commenced with the first lesson if the simple words there given are used, increasing the vocabulary as you progress.

All students and writers of the art should use it wherever possible and encourage others to learn and use it.

QUIZ.

TAKIGRAFY, as a system of writing, is based upon the language as spoken, which it represents with an appropriateness, fidelity and accuracy never before attained. There is a definite and sufficient reason why each letter and word is made as it is, and for every step taken in the mastery and use of the art. These should be understood by teachers and students, and it is to aid both to place in orderly and intelligible form this knowledge of the aims, structure and application of the system to the language that the following questions are propounded at the suggestion of Prof. J. C. POWELL of Kansas City, Mo. It is hoped and believed that the more intimate knowledge of the art which correct and intelligible answers to these questions will compel will tend to a closer study and more thoro understanding and appreciation of it, and so lead to a greater degree of accuracy and uniformity of writing and increase the efficiency of the writers; it will also form an excellent basis for determining the qualifications of teachers.

GENERAL QUESTIONS ON OPENING CHAPTER.

1. Who was the author of TAKIGRAFY, and when was it produced? What is the object of TAKIGRAFY, and what place should it properly occupy in the educational and industrial world? Are any special materials required in the study and practise of TAKIGRAFY, or can you obtain these supplies at any stationery store? Why is a pen better than a pencil for practise and writing shorthand, and what kind of a pen would you choose; what kind of a pencil? How would you adapt pen or pencil to paper—that is, what kind of a pencil with soft-finished, what with hard-finished paper? How would you manage a pencil so as to use all the lead? Is ruled paper necessary in the practise or writing of this system? is it desirable, and if so, why? What position before table or desk is the best for writing and practise? What position should your hand assume, and how are you to hold your pen or pencil? Should you use a finger movement in writing, or a free, muscular movement, and why? Should the arm be close to or away from the body; the elbow form an acute or obtuse angle? What muscle properly does the writing, and how do you secure neat and accurate characters?
2. Into what two classes are the sounds of the language di-

vided? How many clearly distinguishable and readily recognized sounds have we in the language—consonants, long vowels, short vowels, vowel diphthongs? What are the characteristics of the consonant sounds, by what kind of letters represented, how distinguished from vowels and from each other? What peculiarity of consonant sounds is represented by the shape of the letters, what by the difference in the shading? Which consonants are made perpendicular, inclined, horizontal, and why? Which letters always begin syllables? What are the distinguishing characteristics of the long vowels, of the short vowels, of the diphthongs? Why are vowels made smaller than consonants, and of different shape? Can you name the words composed of one or more vowels, and are any words composed solely of one or more consonants? What do you consider the advantages of a system so constructed over other methods of writing? Can you readily distinguish and pronounce these sounds, associate sound with proper letter and letter with sound quickly and accurately? What directions for mastering the alphabet would you give a learner, how to practise on the letters so as to associate sound and form and memorize them? Should the pen or pencil be allowed to stop on the paper, or kept moving in practise and writing? Should letters be joined together in this alphabetic practise, if so which and why? What kind of practise on the hooked letters will give the best results? Are the inclined letters to be made steep, or down near the horizontal and why? How are straight consonants doubled, how the curved and hooked letters? How do you write a straight, shaded consonant joined to a light one in the same direction and vice versa, and what is the nature of the completed character? When two letters join without an angle should there be any pause in making them? Between straight lines that join at an angle, which kind of an angle is easiest made, second, third; and, in this system, how can an angle often be improved? When should there be angles between curves, and when should they unite without angles? What are “facing” curves, what “opposing” curves and which are the easier made? Which letters are always made downward, which from left to right, which always made upward, which both up and down? What are the advantages sought to be gained by making *m*, *l*, *r*, *o* and *aw* both down and up, and what by giving alternate forms to *TH*, *th*, *z*, *s*, *o* and *u*? Why are the consonant letters given names,

and can you speak them, as also the names of the vowels and difthongs? How do you spell words fonetically, and what is the difference between pronouncing a word and spelling it fonetically? Do you have difficulty in separating and distinguishing the sounds in a word, if so, in what does this difficulty seem to consist? Having spelled a word how do you go about writing it with these characters, and is it safe to rely upon the ordinary spelling as a guide or even help? Is the fully and correctly written word in TAKIGRAFY a sure guide to its pronunciation, and what are the educational advantages arising from such a method of language representation? How do you go about the mastery of the lessons, what is the first step, second, etc.? Is the alfabet a key to the first lesson, that is should you or not be able to read the shorthand words in the lesson from your knowledge of the alfabet and instructions,—how often and for what purpose did you refer to the key on the opposite page? What advantages are sought to be attained by providing lessons as given in BUSINESS SHORTHAND? In what way do they economize and utilize the learner's time and work, and how do they conduce to accuracy, uniformity and speed in both writing and reading? Why do you practise upon the lessons, that is, what are the processes physical and mental, to be followed and what are the results sought to be attained? Why is practise from dictation better than copying, why do you have the lesson before you when writing from dictation, how long should this practise be kept up, are frequent reviews of the lessons useful, and why is practise on the lessons of more value than on miscellaneous matter? Do you try to extend your practise beyond the lessons, to derivatives or other allied words, and do you make use of them so far as possible in your writing? How much practise did you have to give each lesson, and how did you determine that you had mastered one lesson sufficiently well to go to the next? Why are lines unnecessary in the writing of TAKIGRAFY, and if written on ruled paper what is the practise in regard to the location of word-forms with reference to the line? What are wordsigns, what class of words do they abbreviate and why and how are they useful? What things combine to render shorthand words briefer than when written in longhand, and does this greater brevity necessarily detract from legibility? What are the objects sought to be gained by joining words together into frases, what words should be so joined, how many

words can to advantage be joined in a frase, and does such joining of words into frases increase or lessen the legibility of the writing? Why should as great accuracy and uniformity of writing as possible be secured? How can you test your knowledge of the principles illustrated in the lessons? What objects are sought to be gained by the *Writing and Reading Exercises* that are a part of each lesson? Do you understand the order under which the lessons are constructed, and can you readily find words in the lessons? Why are the words in the lessons arranged in lines and columns, and do you understand the references to the words made by the heavy-faced letters and figures in the *Explanation of Principles*? How many times have you carefully read over the chapter of *General Directions for Study and Practise*, pages 9 to 26, inclusive, and are you sure you understand the explanations and directions given therein and can readily apply and explain them to others?

QUESTIONS ON LESSON ONE.

1. What is the object of this lesson and what does it show?
2. What is the nature of the words given, how many sounds in each word and how many letters are used to write each word?
3. From your knowledge of the alfabet ought you to be able to read the words in this lesson and can you; if not, for what words do you have to consult the key?
4. In what order are the letters of a word written and are they to be joined to each other?
5. In what direction is *a* and *ah* made and does *a* vary in position?
6. In which direction is *e* made, and does it appear in all the words in the lesson in the same position as in the alfabet?
7. Why is *l* written downward before *e*?
8. How do you know, in a word, in which direction the vowel is made?
9. What does the shading of the vowels and the *w*-hook imply? Cite the words in which this shading occurs.
10. Does the vowel *o* change in direction and why?
11. Is *aw* written both upward and downward and why?
12. What are the distinguishing characteristics of the diamond-pointed letters, *i*, *ew*, *oi* and *ow*, and can the strokes of which these difthongs are composed, be made either straight or curved and why?

13. What does the printing of words inside parentheses in the key, indicate?
14. What principles should govern in the making of word signs?
15. Why are the word- and frase-signs given a few with each lesson instead of all together in large tables?
16. Have you compared lines 1 and 2, paragraph 11, page 28, with lines 1 and 2 of the *Writing and Reading Exercise*, page 30, and do you understand the explanation and illustration given? Why are hyfens placed between the letters?
17. What is the object of the frases given at the top of page 30, and do you understand the reason why frases are made thruout this *Writing and Reading Exercise*, the object sought and how attained, and how these frases save time, lessen work and aid in reading?
18. Did you use the key when reading the exercises because it was easier to do so than to study them out without it, or did you consult the key only to verify your reading?
19. What is the proper length of the consonant letters, of the vowels; are inclined and horizontal consonants made longer than perpendicular ones and why?
20. How many times have you written the words in the lesson, how many times the sentences in the *Writing and Reading Exercise*, and do you find that your pen or pencil runs thru the forms easily, or is it a laborious process, if so why?
21. Are you interested in the study, the theory and aims of the art, do you like to make and join the letters or is the writing irksome and a drag?
22. What point of superiority of TAKIGRAFY over the ordinary print is illustrated in the last sentence of line ten?

QUESTIONS ON LESSON TWO,

1. What is the object of this lesson and what does it show?
2. What law of speech is illustrated in the use of the circle for s and z?
3. On the end of a shaded letter the circle represents what sound, what sound on the end of a light letter?
4. What light letter represents a spoken sound, the circle on the end of which is read z?
5. On the ends of what three letters does the circle represent both s and z, and if necessary to make the distinction how is it done?
6. What is the nature of the joining between a vowel and a following consonant?

7. Are vowels joined to vowels as freely as to consonants in writing?
8. Are the circles used as freely with vowels as with consonants, and what advantages do you see in this?
9. How is *i* (short *i-y*) ending words, frequently written; is the hook large or small, on the end of what letters and which side is it made for this vowel, and what advantage do you see in this method of writing the vowel?
10. Why is *l* usually made downward after *e* and *i* (short)?
11. What are the peculiarities of the word-signs for *and*, *but*, *not* and *that*?
12. Can you readily read the *Writing and Reading Exercises*, and do you understand why and how the phrases are made?

QUESTIONS ON LESSON THREE.

1. What is the object of this lesson and what does it show?
2. Why are large hooks used on the end of *b* and *g*, among the word-signs (*l-e-n*)?
3. What difference should you make between the vowels illustrated in this lesson?
4. In what direction are these vowels made, do they vary in position, how and why?
5. What does the shading of the vowels imply? Specify the words in which the vowels and hooks are shaded to imply *h*.
6. When do you find it safe to omit vowels from words?
7. When the direction of the preceding consonant permits of it, what form do these vowels take, how is the distinction between them preserved, on what letters are these hooks made and what is the gain in so doing?
8. What determines the direction in which a vowel is made?
9. Should vowels be joined or disjoined and why?
10. When disjoined, where should the vowel be written with reference to its associated consonant?
11. How do you distinguish between different words that have the same consonants?

QUESTIONS FOR LESSON FOUR.

1. What is the object of this lesson and what does it show?
2. What difference do you make between the vowels illustrated in this lesson and do they vary in position?
3. In which direction are these vowels made; in what direction is the opening, invariably, and how do you manage to join them before *de* and *te* so as to distinguish them from *ja* and *cha*?

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1. Commencing a word, before what letters is *e* (short) usually omitted and why?
5. What device will often aid you in reading your shorthand words and sentences?
6. Do you have any difficulty in reading and from what cause does it seem to arise? Would not a more thoro knowledge of the letters and words in previous lessons remove this difficulty, if it exists?

QUESTIONS ON LESSON FIVE.

1. What is the object of this lesson and what does it show?
2. What difference should be made between the vowels illustrated in this lesson, in what direction are they made and how do you determine this?
3. Before what consonants is *ah* used?
4. When do you write these vowels as hooks, and what is the difference between them when so written?
5. What practises conduce to speed in writing, and how can you increase your work without increasing your speed or efficiency?
6. What mental conditions should you assume and cultivate in the study of shorthand, and why should you persevere in your undertakings?

QUESTIONS ON LESSON SIX.

1. What is the object of this lesson and what does it show?
2. What differences should be made between the vowels illustrated in this lesson; how do they change in direction and why?
3. Do you have any difficulty in distinguishing sounds, or in spelling words fonetically?
4. What must be your main reliance for speed; and are the briefest forms for words and frases the quickest and easiest written and certainly read; if not why not?
5. Can *h* be implied by shading the vowels in this lesson; if not, how is its presence in a word understood?

QUESTIONS FOR LESSON SEVEN.

1. What is the object of this lesson and what does it show?
2. What distinction is made between the vowels illustrated, do they change in direction, how and why?
3. Are *oo* and *oo* (short) frequent or infrequent; that is, do they occur in many or few words?
4. Can you readily distinguish between *oo* and *ew*? Give examples of the use of these vowels, that is of similar words

containing *oo* and *ew* in their makeup.

5. What is gained by making *aw* and *o* (short) both upward and downward?
6. What termination does *y* represent?
7. Can *h* be implied by shading the dash vowels; how is it implied before vowels where shading can not be resorted to?
8. Can you readily make the derivatives and compounds involving the primitive word *form*?
9. What beside brevity of words conduces to speed?
10. What must be your main reliance in prompt reading?

QUESTIONS FOR LESSON EIGHT.

1. What are the objects of this lesson; what does it show?
2. What are the distinguishing characteristics of these letters; may the strokes of which they are composed be made straight or curved and why may they be so made?
3. Are these difthongs frequently omitted from words and when so omitted, if followed by *s* or *z*, would you use the circle or alphabetic sign for those letters?
4. In what way do you get at an understanding of the principles which apply in the formation of words, frases and sentences?
5. Do you understand the objects to be gained by the *Supplementary Exercises*, how they should be written up, how corrected and in what condition they should be submitted to the teacher?
6. If you do not understand the principles involved sufficiently well to write up the *Supplementary Exercises* correctly, where do you get the cue that will enable you to do this?
7. Are you doing your practise work in a thotful, careful and neat way, taking pride that your characters are accurate and well-formed, or do you do it in a hurried, careless and slovenly manner; from which can you expect best results?
8. Would you be willing to pay another for the kind of work you are doing in your daily practise; are you honest with yourself and do you know that you are doing all this work, day by day, to the very best of your ability; are you trying every day to do it better and better?
9. Do you understand that an employer judges your character, honesty, faithfulness and general trustworthiness, as well as value to him, by your daily work and that you can not afford to let a single piece of work, practise or otherwise, leave your hands that is less than your best?

10. Do you understand that there is no valid excuse for a so-called "mistake" and that none will or ought to be accepted by a business man, that speed without accuracy is valueless and that only neat and correct work, such as can be depended upon or signed by an employer without examination or correction is commercially salable?

QUESTIONS FOR LESSON NINE.

1. What is the object of this lesson; what peculiar features and uses of the consonant letters does it illustrate and teach?
2. In what manner is this difthongal combination represented; do you have to learn new letters, or modifications of those already learned?
3. Are these hooked letters to be used when a vowel comes between the consonant sounds?
4. Is this practise strictly adhered to; if not, and you wish to show a vowel between the elements of the difthong, how do you do it?
5. What does the enlargement of this *r*-hook represent?
6. Do these hooked letters commence words only, or come in the middle and end also, and in the end of words are the sounds difthongal or spoken separately?

QUESTIONS FOR LESSON TEN.

1. What is the object of this lesson and what does it show?
2. Where does the hook come on curved letters?
3. What hooked letters in this lesson come in the beginning, middle and end of words and which in the middle and end only?
4. Why is the hook placed at the beginning of downward *r* for *shr*; this hooked character is shaded for what combination, and do these characters occur in the beginning, middle or end of words?
5. For what other combination of sounds is the *shr* character used—the *zhr* and why?
6. The hook of the *shr* is enlarged to represent what combination—the *zhr*? Give examples of both.
7. How is *lr* represented and why?
8. Does the vowel written on the end of *lr* come between the *l* and *r* or at the end of the word?
9. Can the combination *lr* be considered a true difthong?
10. Where the hooked letters for *nr* and *mr* are given as commencing words, is there a vowel between the consonants,

and can these combinations be considered true difthongs? Why are they represented by hooked letters?

QUESTIONS FOR LESSON ELEVEN.

1. What is the object of this lesson and what does it show?
2. On which side of the straight letters is this hook made?
3. What does the enlargement of the *bl pl gl kl* hooks mean?
4. What terminations does *bl* represent?
5. Why are large hooks used in *dl* and *tl*?
6. Which of these combinations come in the middle and end of words only and which in the beginning also?

QUESTIONS FOR LESSON TWELVE.

1. What is the object of this lesson; what combinations does it show?
2. How is *fl* formed and how is *fl* changed to represent *vl*?
3. How do you tell *fr* from *fl*—*vr* from *vl*?
4. What termination does *fl* represent, and what do the enlarged *fl* and *vl* hooks signify?
5. What is the distinguishing characteristic of the *nl*, *ml*, *wl*, *yl*, *hl* and *whl* hooks?
6. What prefix does *ml* represent—what affix does *yl* (light) represent, shaded what?
7. How is *rl* represented and is it a true difthong?
8. When a vowel comes between *r* and *l* in this combination, where is it usually made, if written?
9. Is the use of these *r*- and *l*-hook characters obligatory in all cases, or only permissible in order to secure briefer or better word-forms in most cases?
10. Are *shl* and *zhl* of frequent occurrence and is there any especial advantage in using hooked characters to represent them, if not, why?

QUESTIONS FOR LESSON THIRTEEN.

1. What is the object of this lesson and what does it show?
2. At the beginning of what consonants is the circle used, and what sound does it represent; is the circle ever used for *z* at the beginning of a word?
3. On which side of straight letters is the circle made and with what movement (direction) of the pen?
4. Where and with what movement is the circle made at the beginning of curved letters?
5. What does the loop, used in a few word-signs, represent, and why is it used?
6. Is *sl* made both up and down, and for what syllable is it

used in compound and other words?

7. How is *sw* made and when should the hook of the *w* appear?
8. What is the difference between *sw* and *sr*, and is the latter a difthong?
9. Is there ever a vowel between the circle and a following consonant to which it is attached; if so how and where do you write it, if written?

QUESTIONS FOR LESSON FOURTEEN.

1. What is the object of this lesson and what does it show?
2. Where is the circle written between straight consonants made in the same direction; between two straight letters that join at an angle; between a straight and a curved letter; between two curves facing in the same direction, or made with the same movement (direction) of the pen?
3. Does the circle represent both *z* and *s* between consonants, and in what words, in this lesson, does the circle represent *z*, in which ones *s*?
4. How may the compound prefix *unre* be represented?

QUESTIONS FOR LESSON FIFTEEN.

1. What is the object of this lesson and what does it show?
2. When a number of words, such, for instance, as *rst*, 3-o and *mst*, 8-o, are given in the lesson as written with the same combination of letters, if required to make them more specific how would you do it?
3. When the circle comes between opposing curves how is it written? Are there many such words?

QUESTIONS FOR LESSON SIXTEEN.

1. What is the object of this lesson and what does it show?
2. With what consonants is the circle used to represent trifthongs, and how and where is it written?
3. Is this trifthongal combination used in the beginning of words only, or in the middle and end also?
4. For what prefix is *spr* used?
5. Under what circumstances is the *r*-hook to be shown when used with the circle for *spr*, *skr*, *str*?
6. In what words is the circle used at the beginning, on the left of *b*, *g* and under side of *d*?
7. Do you or not show the hook when the circle is used with the *l*-hooks?
8. What care should be observed in the use of the circle with the various hooks?

9. What does the loop represent that is used in the words of the last three lines of this lesson?

QUESTIONS FOR LESSON SEVENTEEN.

1. What are the objects of this lesson and what does it show?
2. When used with the vowels does the circle represent both *z* and *s*, and what care should be used in its formation?
3. What does the double circle represent, and is it used with vowels as well as consonants?
4. What does the circle represent when made on the left or under side of straight consonants, at the end, and at the end of a word; what the double circle in same place?
5. Do you not now see how important and useful a character the circle is, and are you thoroly conversant with all its uses, both in theory and practise?

QUESTIONS FOR LESSONS EIGHTEEN AND NINETEEN.

1. What is the object of these lessons and what do they show?
2. What law of the language is exemplified in these lessons?
3. What consonants are shortened to imply *t*? Are vowels ever thus shortened?
4. Are any except light consonants shortened to imply *t* and if so how are the words made definite, and are they as definite as tho written in full?
5. What additional precaution is taken by some writers to indicate that a halved, shaded consonant implies *t* after it?
6. Are these so-called halved consonants really made half-length, and what distinction is made between halved consonants and vowels?
7. How may the termination *ality* be represented?

QUESTIONS FOR LESSON TWENTY.

1. What is the object of this lesson and what does it show?
2. What consonants are made half length to imply a following *d* without an intervening vowel?
3. Are light, whispered consonants made half length to imply a following *d* and what means of distinction is used?
4. When there is a vowel between a halved consonant and a following, implied *d* or *t* should it be written, and why?
5. Which consonants are left light when followed by *t* and shaded when followed by *d*? Give examples of this mode of abbreviation and distinction.
6. Is *ing* ever made half length?

QUESTIONS FOR LESSON TWENTY-ONE.

1. What is the object of this lesson and what does it show?

2. What does the half length imply; what the hook?
3. This hook on the right or upper side of straight, halved consonants implies what combinations; what combinations when the hook is on the left or under side of the straight consonants?
4. Where does the hook come on curves for all the combinations?
5. How do you distinguish *mind* from *mend*, *diamond* from *demand*, *remind* from *remand*?
6. What frequent termination is represented by this contraction?

QUESTIONS FOR LESSON TWENTY-TWO.

1. What is the object of this lesson and what does it show?
2. What practise is followed in regard to writing the most important vowel in this class of words and where is it written?
3. By what character is the prefix *counter* represented?
4. How do you distinguish between *mtr* and *mdr*, *ntr* and *ndr*, *ltr* and *ldr*, *rttr* and *rdr*?
5. What three letters are lengthened and shaded at the end to imply *thr*?
6. What letters are lengthened to imply *thr* and how long do you make them?
7. How may *there*, *their* be expressed when following a word ending with a curved letter? Give examples.
8. How do you write *the other* in phrases?
9. What distinction do you make between *weather* and *were there*, *whether* and *where their*?

QUESTIONS FOR LESSON TWENTY-THREE.

1. What is the object of this lesson and what does it show?
2. On what letter is the *n*-hook mainly used?
3. In what words is a small hook used for *kn* and where is it written?
4. What distinction is made between *man* and *men* in derivative and compound words?
5. How are the syllables *ion*, *une* represented?
6. How may *ndr* be expressed, sometimes, to advantage?
7. How is *one* in short, frequently-occurring, quickly-spoken phrases often represented?
8. How do you express *rd* following *w*?

QUESTIONS FOR LESSON TWENTY-FOUR.

1. What is the object of this lesson and what does it show?

2. How are *dw* and *tw* represented, and why?
3. What letter is used to represent *nj*, and why?
4. What character is used to represent *qu*, and why; and how is it modified to represent *qur*, *qul*, *qurl*?
5. Are these characters lengthened, shortened and otherwise modified as are the alphabetic letters?
6. How are *prf* and *prv* written and do these combinations come in the beginning, middle or end of words?
7. How may *mp* be written? Is there much gain in the use of this character, if not why?
8. In what way can you imply *than*, after what kind of words and why is it safe to use the hook for this purpose?

QUESTIONS FOR LESSON TWENTY-FIVE.

1. What is the object of this lesson and what does it show?
2. Why are *con* and *com* represented by the same character, and, in practise, is there found to be any danger of mistaking *con* or *com* for a vowel or vice versa?
3. What law of speech-association governs the use of these prefixes and serves to distinguish them?
4. In what directions are these prefixes written—as simple prefixes, as compound prefixes?
5. How do you distinguish between *con-sd* and *con-sdr*, *con-st* and *con-str*?
6. How is *contra* made, how *contri*, how *magna*, how *magui*? and what mnemonic aid have you in distinguishing them?

QUESTIONS FOR LESSON TWENTY-SIX.

1. What is the object of this lesson and what does it show?
2. How is *im* made; when followed by *m*, how?
3. How is *in* made, and why?
4. Are *in* and *im* really one prefix, if so why is *in* used in some words and *im* in others?
5. Why is *nd* instead of *in-d* used in the words *1-o-r* and *9-n-o*?
6. How is *ad* before *v* expressed, and why is it so written?
7. How is *trans* written, and on which side should the circle be made?

QUESTIONS FOR LESSONS TWENTY-SEVEN AND TWENTY-EIGHT.

1. What are the objects of these lessons and what do they show?
2. How are the terminations *ation*, *eshn*, *ezhn*, *ooshn*, *otion*, *ution*, *ition*, *ashn*, *ushion*, *ewshn* expressed; and from these examples what can you say is the practise, in TAKIGRAPHY, of expressing *shn* when preceded by a vowel?

3. Do you understand why the use of the vowels to express these terminations is better for both writer and reader than the same hook for all of them?
4. Is a hook ever used for *shn*, if so, under what conditions, what kind of hook, where written, on what letters and does it ever occur except in the end of words?
5. How is *kshn* expressed and on what letters is the hook employed?
6. How is the termination *bility* written, and what distinction is made between *ility* and *ition*?
7. How is *ship*, as a termination, expressed?

QUESTIONS FOR LESSONS TWENTY-NINE AND THIRTY.

1. What are the objects of these lessons and what do they show?
2. What rule should govern in writing names of persons and places?
3. Do writers of TAKIGRAFY need to resort to longhand to express proper names, and how can you indicate peculiar spellings and thus preserve both spelling and pronunciation of unusual words?
4. How would you ordinarily express the names of Railroad, Express and Telegraf Companies, and how would you indicate in your notes that the name should be fully spelled out in the transcript?
5. Why should you be careful to conform to the fact, whether Railroad or Railway Company, in your transcript of such corporate names?

MISCELLANEOUS QUESTIONS.

1. How may the following combinations be written: *mp*, *nkrngr*, *nkl-ngl*, *ingly*, *ology*, *graphy*, *fulness*, *lessness*?
2. Between what letters can you often safely omit *k* in long words?
3. Have you read the advice given at the bottom of page 72 and have you followed out closely the directions therein offered?
4. Did you take up the art merely as a temporary makeshift, with the intention of learning just enuf of it to be able to "hold a job" indifferently for a short time; or do you appreciate its value and advantages to you as a most important part of your practical business and educational equipment for life, and so, thru proper and sufficient study and practise, intend to thoroly master it and use it whenever and wherever possible, and advise others to do the same?

Wm. H. Sumner
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Nov 3-1919

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